

**XEROX®**

# 7600 **scanner** user's guide



**XEROX.**

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**7600 Scanner**

7600  
**scanner**  
user's guide



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# Welcome

Congratulations for purchasing your Xerox 7600 scanner. With this scanner you can quickly scan paper items such as letters or photos and place their electronic images on your computer. With its innovative hinged lid, you can also lay books flat on the scanner to scan the book pages.

## What's in the Box

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Before starting the software installation, please check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.



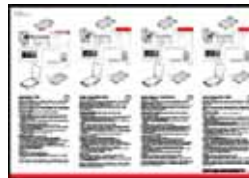
Xerox 7600 Scanner



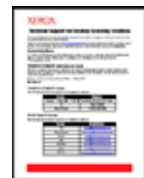
USB Cable



Installation Disc



Quick Install Guide



Technical Support Card

## The Xerox 7600 Scanner

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**Scanner lid**—Protects the document from light and contamination.

**Glass**—Items are placed face down aligned at the arrow symbol at the bottom right corner.

**Reference marks**—Marks on the border of the glass show where to align various paper sizes.

**One Touch button panel**—Scans to the appropriate application indicated by the button. For example, pressing the Email button scans the document, then opens your Email program with the image of the scanned document as an attachment to a new message ready for you to address and send.

**Status light**—Shows the scanner's status. Green light: scanner is ready to scan. Orange light: scanner is busy.

**USB port**—Connects the scanner to the computer.

## What You Need

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### IBM-compatible Pentium 4 PC, or AMD equivalent with:

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- A DVD-ROM drive
- An available Universal Serial Bus (USB) port
- Microsoft® Windows® operating system: Windows 2000 (Service Pack 4), Windows XP (Service Pack 2), or Windows Vista
- *Windows 2000 and XP*: Minimum of 512 megabytes (MB) of internal memory (RAM)  
*Windows Vista*: Minimum of 1 gigabyte (GB) of internal memory (RAM)
- 350 MB minimum of free hard disk space

### A VGA or SVGA Monitor

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The recommended settings for your monitor are:

- High Color (16-bit) or True Color (24-bit or 32-bit)
- Resolution set to at least 800 x 600 pixels

To set your monitor's colors and resolution:

- Open the Windows Control Panel
- Double-click on **Display** then select the **Settings** tab

## Documentation

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The following documentation is provided with your scanner:

- Quick Install Guide—Abbreviated installation instructions.
- Xerox Scanner User's Guide—On the Installation Disc; contains detailed installation, scanning, configuration, and maintenance information.
- PaperPort User's Guide—On the Installation Disc; contains detailed feature and configuration information for the PaperPort software.
- Online Help—For the scanner configuration, TWAIN and WIA interfaces, and PaperPort software applications.



# Installation

Installation is a quick, two-step process:

1. Install the software
2. Connect the scanner

## Before You Begin

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*Please make sure of the following before you begin installation:*

- **The information in this guide may cover software not provided with the scanner you purchased. Please disregard any information about the software not applicable to your scanner. Visit our web site at [www.xeroxscanners.com](http://www.xeroxscanners.com) for the latest software updates for your Xerox scanner.**
- **If your computer has AntiVirus or AntiSpyware software running, you may encounter alerts or messages during installation asking you to allow the installation to proceed. Although the messages will differ based on the software your computer is running, in each case you should allow the installation to proceed if that option is available. Alternatively, you can turn off the AntiVirus or AntiSpyware software before installing your scanner, but if you do, make sure to turn it back on again when installation is finished.**
- **If you already have a scanner connected to your computer, it is recommended that you remove that scanner's driver program prior to installing your Xerox scanner. You can remove these programs from the Windows Add/Remove programs list. Please refer to the user manual provided with your other scanner hardware for instructions about removing the driver and software for that unit.**
- **If your computer is running Windows Vista, you may see the Vista User Account Control screen asking you to confirm system changes. Click the Continue button to allow the installation to proceed.**

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## Step 1: Install the Software

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The Installation Disc contains the necessary driver, and additional scanning software, to use your Xerox 7600 scanner

### To install the software:

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1. Start Microsoft Windows and make sure that no other applications are running.
2. Insert the installation disc into your computer's DVD-ROM drive.  
The disc automatically starts.



3. The Select Language window opens. Click the drop-down menu arrow and select the language to use. Click **OK**.
4. The disc's Main Menu window opens.

**NOTE:** If the disc does not start, check the following:

- Make sure the disc drive's door is completely shut.
- Make sure the disc was inserted in the drive in the proper direction (label side up).

To launch the disc manually:

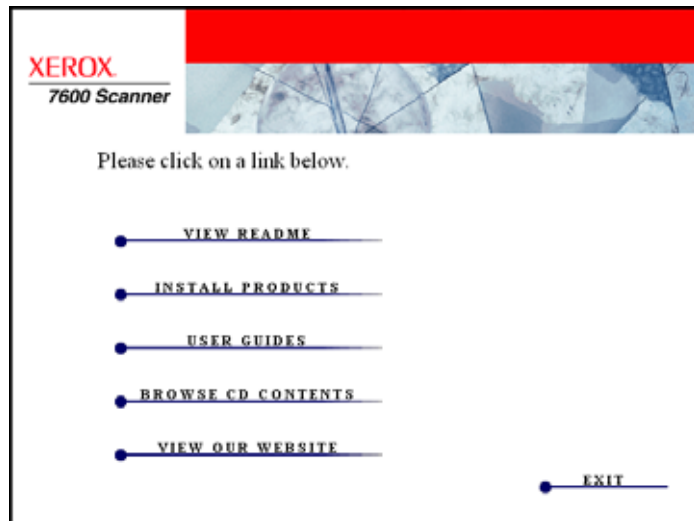
- Open the Windows option for My Computer. You can do this by double-clicking on the **My Computer** icon on your desktop.
- Double-click the icon for your DVD-ROM drive.
- The Installation menu for the disc should now open.

If the menu does not open:

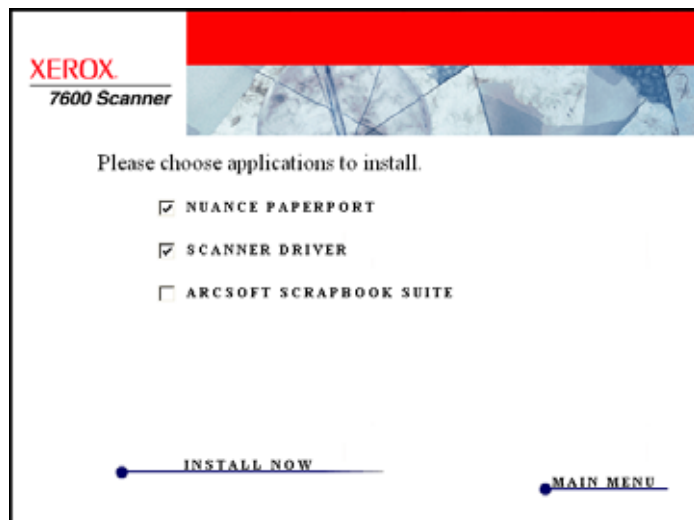
- From the list of files on the disc, double-click the file named START32.EXE.

**NOTE:** The **Scanner Readme** file has late-breaking news about your scanner. The readme file is in HTML format and will open in any standard browser.

5. On the Main Menu, select **Install Products**.



6. Make sure the boxes for **Nuance PaperPort®** and **Scanner Driver** are checked.



**NOTE:** The software provided with your scanner may differ slightly from the list shown in the window.

7. Click **Install Now**.

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## The PaperPort Installation begins:

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1. The Select Language window opens. Click the drop-down menu arrow and select the language to use. Click **OK**.
2. On the PaperPort Welcome window, click **Next**.  
Installing PaperPort will uninstall any existing version of PaperPort and will install the newer version. Your existing PaperPort files will not be affected.
3. Read the PaperPort license agreement and select **I accept the terms in this agreement**, then click on **Next**. If you choose not to accept the license agreement, the installation will terminate and the PaperPort software will not be installed.
4. On the Customer Information window, accept the current values or enter new information, then click **Next**.
5. On the Setup Type window, keep the default Setup Type and click **Next**.
6. Click **Install** to begin the installation.
7. On the Product Registration window, do one of the following:
  - Select **Register online**, click **OK**, then follow the registration instructions.
  - Select **Print registration form**, click **OK**, then follow the instructions to complete and print the registration form.
  - Select **Remind me in 7 days** and click **OK**.
8. At the InstallShield Wizard Completed window, click **Finish**.  
If a message window opens instructing you to restart your computer, click **Restart**.

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## The scanner driver installation will now start

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1. The Welcome to the One Touch 4.0 Setup Wizard opens.

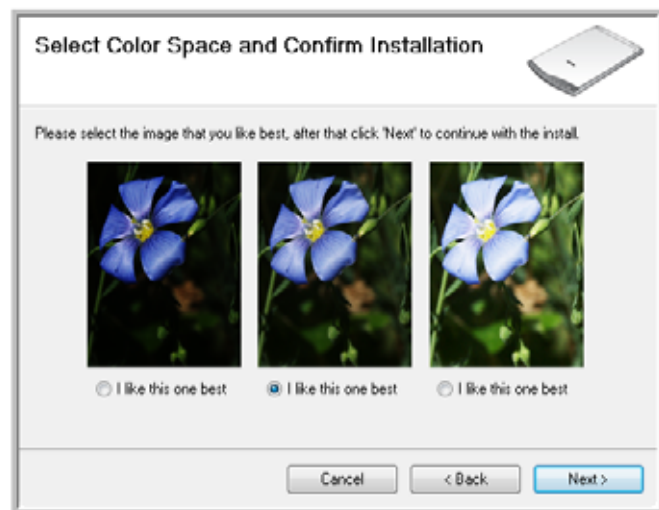


2. Click **Next**.

3. On the Xerox License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.  
If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.

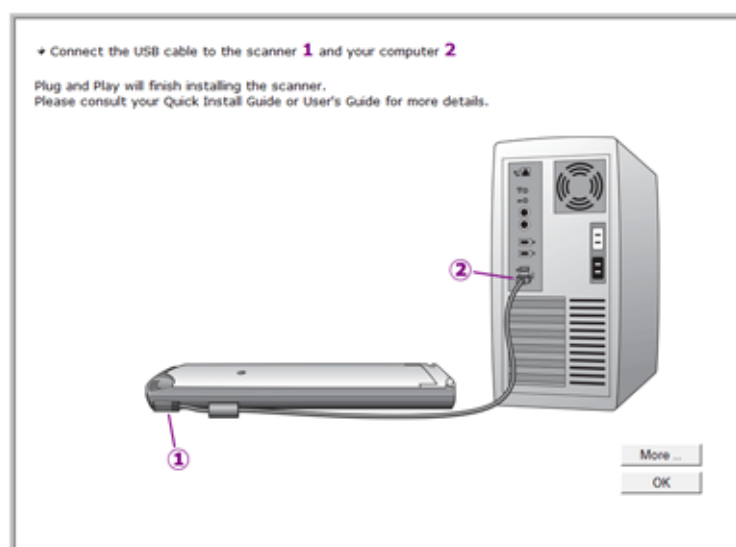
4. Click **Next**.

A window opens with image quality samples asking you to select an image for your Color Space setting.



The Color Space setting sets the default gamma value for the scanner so scanned items look good on your monitor. Gamma controls the brightness of the midtone colors.

5. Select the option that looks best to you and click **Next**.
6. **STOP** when you see the “Complete the installation by connecting your hardware” window. Do **NOT** click **OK** yet. Leave the window open and proceed to the next section.

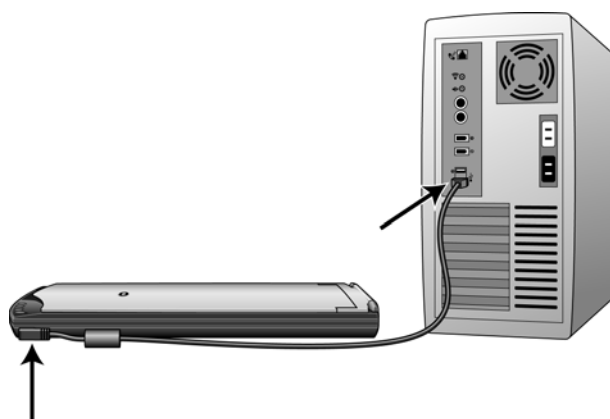


## Step 2: Connect the Scanner

**NOTE:** The scanner does not have an external power supply. It draws its power directly from the computer through the USB cable. If you use a USB hub with your computer, the hub must have its own power supply. The scanner does not have an on/off switch. The scanner is ready to scan as soon as its software is finished loading onto your computer.

### To connect your Xerox scanner:

1. Remove any tape from the USB cable.
2. Plug the USB cable into the USB port on the scanner then into a USB port on the computer. Check your computer's manual for USB port locations.

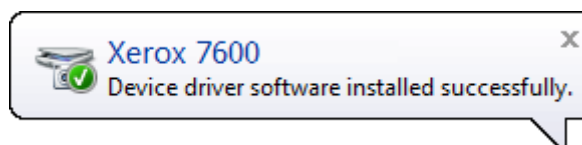


If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into either connection.

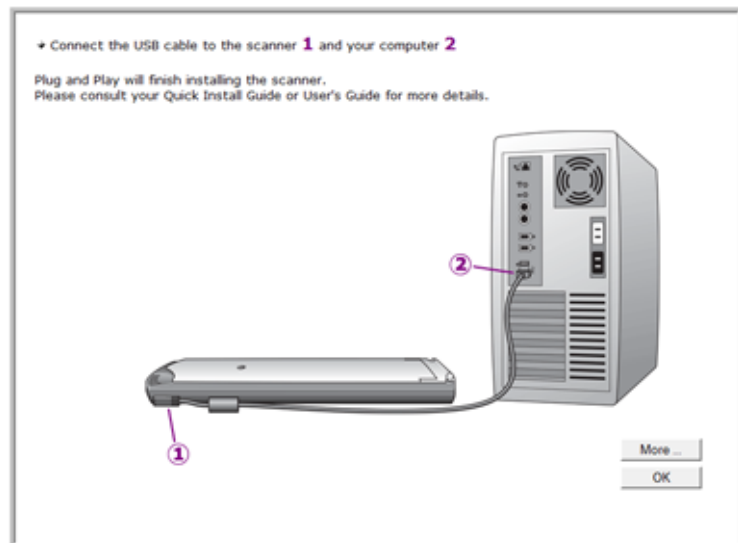
3. The status light on the front of the scanner is illuminated, indicating the scanner is receiving power.

Your computer recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software to run the scanner.

*Do not proceed until you receive a message that your computer has found the new hardware, or updated the driver database. If your computer is running Windows XP or Windows Vista, you will see a message similar to the one below.*

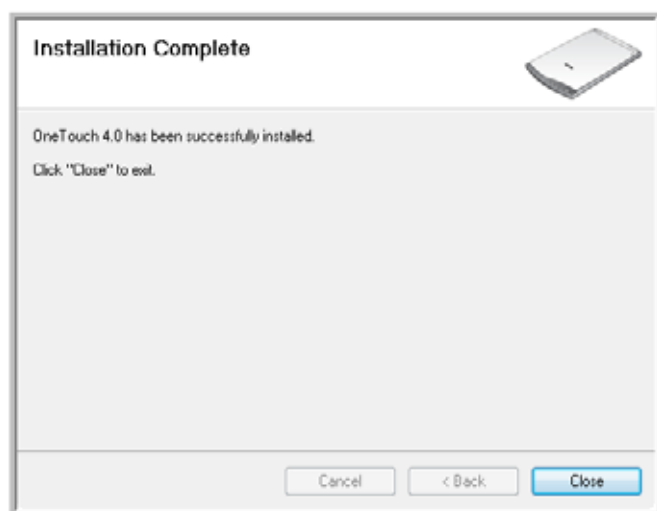


4. When you're certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window.



To see a quick overview about accessing and navigating the One Touch Button Panel, click **More**. When you're finished reading the additional information, click **OK**.

5. Click **OK** to complete the installation process.
6. Click **Close** on the Installation Complete window to close and exit the software installer.



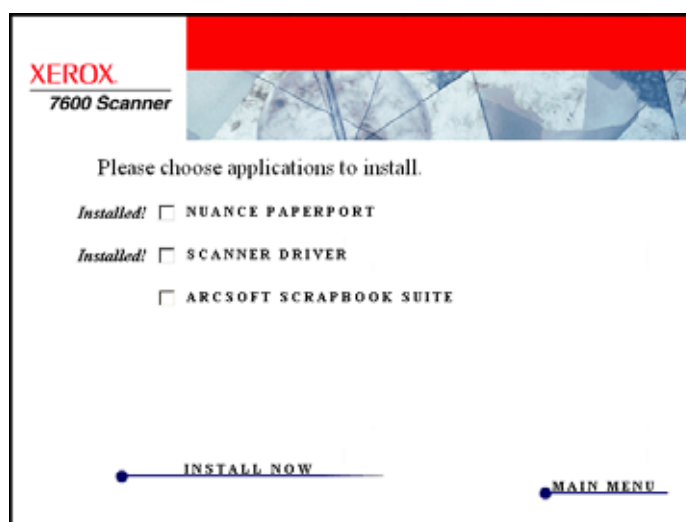
You can now install the additional applications you received with your scanner.

## Additional Applications Available with Your Scanner

Your scanner includes an additional, free application on the Installation Disc.

1. Return to the Main Menu and click **Install Products** again.

You will see the screen that shows the applications. Applications already installed have *Installed!* next to them.



2. Click **ArcSoft Scrapbook Suite**® then click **Install Now**.

The **ArcSoft Scrapbook Suite** contains two programs: Collage Creator and PhotoImpression. Particularly for children, these fun programs provide ways to organize and display your scanned images.

- **Collage Creator** includes all the fun of traditional collage building but leaves out all the messy paste, paper trimmings, and most importantly, all the hard work. Because Collage Creator uses your digital images, you'll find it easy to construct and modify your collages.
- **PhotoImpression** is an all-in-one solution that blends powerful photo editing with project templates, and a slick, easy-to-use interface.

3. Follow the instructions on the screen to install the software.
4. When the ArcSoft software has finished loading, return to the Main Menu.

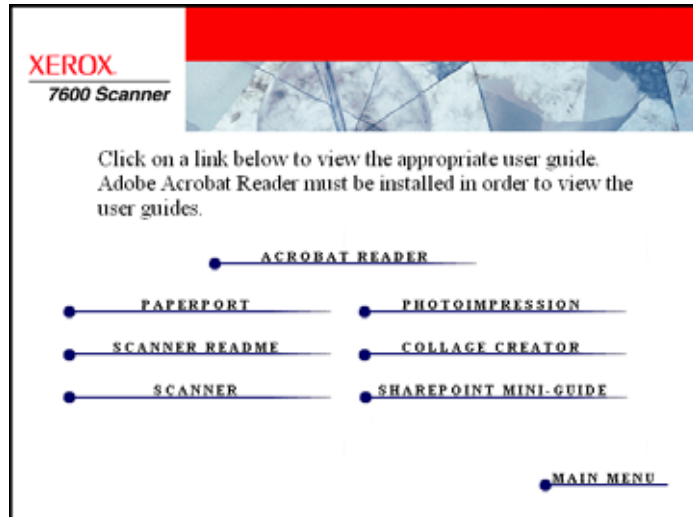
You can now view and save the User Guides.



## View the User Guides

1. On the Main Menu, click **User Guides**.

The User Guides window opens. Use this window to view and save the User Guides you want.



The User Guides are in Adobe® Acrobat® PDF format. The disc includes a free copy of Acrobat® Reader® in case your computer does not have it installed.

If you need to, click **Acrobat Reader** to install it now. Follow the instructions on the installation windows.

*If your computer already has Adobe Acrobat Reader installed, please do not select it unless the version provided on the installation disc is a newer version than the one currently installed on your computer.*

2. Click the name of a User Guide you want to view and it will open in Acrobat Reader. Use the Acrobat Reader **Save** command to save that User Guide on your computer.
3. Return to the User Guides window and repeat the process to open, view, and save all the other User Guides you want.

The SharePoint Mini-Guide has information about a new feature in the One Touch 4.0 software to link to Microsoft's SharePoint application. This brief Mini-Guide explains how to set up the SharePoint link and use the SharePoint features when choosing new scan settings for your scanner.

4. When you're finished viewing and saving the guides, click **Main Menu** to return to the Main Menu window and click **Exit**.
5. Remove the installation disc and store it in a safe place.

*That's it! Installation is finished and your Xerox scanner is ready to scan.*

## Register Your Scanner and Check for Updates

Registering your scanner is important as it provides you with access to our free telephone support service. Registration also gives you free access to software updates for your scanner.

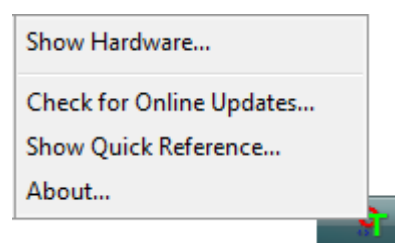
### To register your scanner:

1. Right-click on the One Touch icon in the Windows Notification Area (at the bottom right corner of the screen).

The One Touch Icon



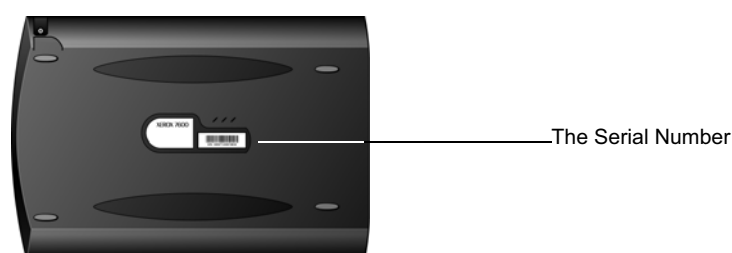
2. Choose **Check for Online Updates** from the pop-up menu.



3. Follow the instructions on the screen and register your scanner by entering your scanner's serial number and your email address.

**NOTE:** A valid email address is required.

The serial number is located on the underside of the scanner.



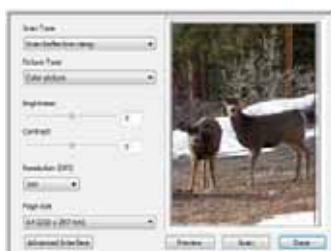
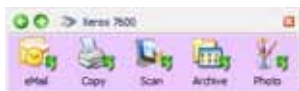
After registration is complete you will receive an email message with your RegID.

4. After receiving your RegID, write it down on a piece of paper and keep it with your scanner so you will be able to find it easily.

# Scanning

You have several different scanning options with your Xerox scanner. Each method scans equally well, so use the one with appropriate options for the item you are scanning.

The scanning methods with your Xerox scanner are:



- **One Touch Scanner Buttons**—Each scanner button is set up to scan for a particular function, such as **Email** to attach a scanned item to a new Email message, or **Scan** to scan documents to PaperPort. See “Scan with the Scanner Buttons” on page 15.
- **One Touch Button Panel**—Scanning from the on-screen One Touch Button Panel is the same as pressing a scanner button, except you click an icon that represents the scanner button. See “Scan from the One Touch Button Panel” on page 17.
- **TWAIN Interface**—The TWAIN interface is also for scanning from various programs on your computer. The TWAIN interface is available from the PaperPort software, as well as from other programs such as Microsoft Word. The TWAIN interface has two options—the Basic Interface and the Advanced Interface. See “Scanning from the TWAIN Interface” on page 53.
- **Windows Image Acquisition (WIA) Interface**—If your computer is running Windows XP or Windows Vista, you can use this option to scan with the Microsoft Windows WIA interface. Select the WIA scan settings, put the document in the scanner, then click a button on the WIA window. See “Scanning from the Windows Image Acquisition Interface” on page 66.

## Scanning From One Touch

One Touch is your main scanning interface for using the scanner. The One Touch Buttons on the scanner mirror the software One Touch Button Panel. Changing the button settings on the One Touch Button Panel makes the same changes to the buttons on the scanner.



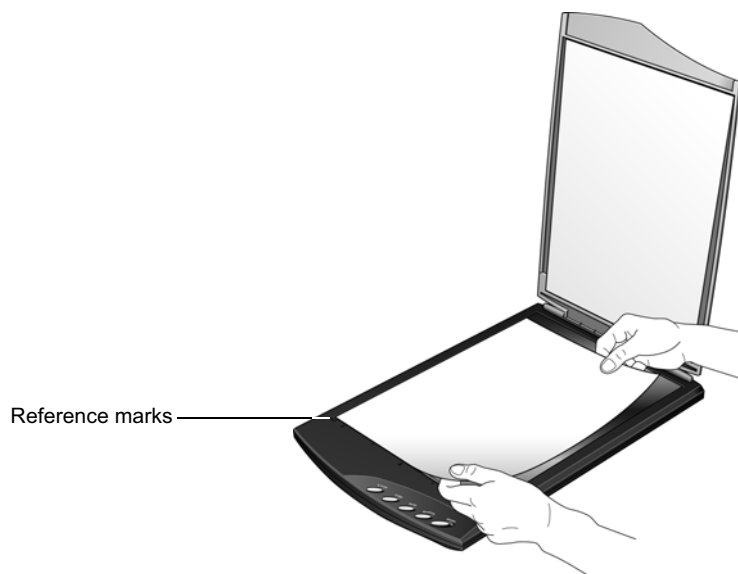
**NOTE:** Always remove any staples or paper clips from documents before placing them on the glass to avoid scratching it.

### Scan with the Scanner Buttons

Pressing a scanner button scans the item, then sends the image to the Destination Application associated with the button.

#### Scanning Paper Documents or Photographs:

1. Place an item face down on the glass. Align the top edge of the item with the reference marks on the scanner.

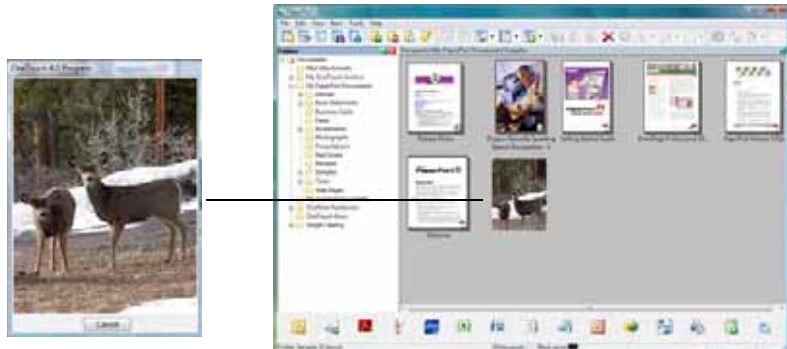


2. Close the scanner lid and press one of the One Touch buttons.



3. A scan progress window opens and the image is sent to the selected application for the One Touch button.

In this example the Destination Application is the PaperPort desktop.



4. You can now work with the image in the Destination Application.

### Scanning Pages in a Book:

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Your Xerox 7600 scanner has an innovative hinged lid so you can lay books flat on the scanner glass to scan their pages.

1. Open the scanner lid and place a book on the glass.
2. Align the edges of the pages with the reference marks on the scanner.



3. Close the scanner lid.

Notice how the hinge at the back of the scanner lid lifts up so the lid lays flat on the book.



4. Press one of the scanner buttons to start the scan.
5. A scan progress window opens and the image is sent to the selected application for the One Touch button.

## Scan from the One Touch Button Panel

Scanning from the button panel on your computer's screen works like pressing a button on the scanner. The scanner scans the item, then sends the image to the Destination Application indicated by the button's icon.

### To scan from the One Touch Button panel:

One Touch Icon

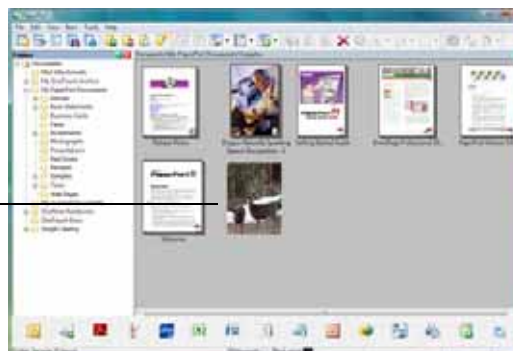


1. Place an item face down on the glass. Align the top edge of the item with the reference marks on the scanner and close the scanner lid.
2. Click on the One Touch icon in the Windows notification area (at the lower right corner of the screen).
3. The button panel opens on the screen. The five buttons on the panel correspond to the same five buttons on the scanner.



4. Click a button on the panel.
5. A scan progress window opens and the image is sent to the selected application for the One Touch button.

In this example the Destination Application is the PaperPort desktop.



6. You can now work with the image in the Destination Application.

## Features of the One Touch Button Panel

The One Touch Button Panel is your on-screen set of controls for the scanner. From the panel you can access the hardware settings for your scanner and configure the One Touch buttons.

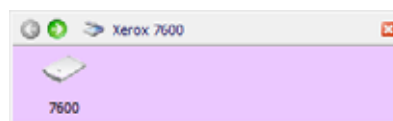


Click on the One Touch icon to open the panel.

The Button View



The Hardware View



The Detail View



### The Title Bar

- Green arrows—click to cycle through the panel's 3 views.
- Scanner icon—click to open the scanner's hardware properties.
- Red "X"—click to close the One Touch panel.

### The Button View

- *Left-click* on a Destination Application icon to start scanning.
- *Right-click* on a Destination Application icon to open the One Touch Properties.

### The Detail View

- *Left-click* on a Destination Application icon to start scanning.
- *Right-click* on a Destination Application icon to open the One Touch Properties.
- *Double-click* on the detailed information to open the One Touch Properties.

### The Hardware View






- *Left-click* on the scanner icon to return to the Button view.
- *Right-click* on the scanner icon to open the scanner's hardware properties.

## The Default One Touch Settings on Your Scanner

Based on the recommended installation of PaperPort and the scanner driver, your scanner is pre-configured to scan items for various basic tasks, such as email or print, then send the scanned image to an appropriate, pre-selected Destination Application. The button names, such as eMail, Copy or Archive, indicate the original factory settings for the Destination Application assigned to a button.

*You can change any of these settings. Please see "Configuring the One Touch Buttons" on page 20.*



Button	Name	Preconfigured Settings
	Email	Opens your email application with the scanned image attached to a new message ready to address and send. The email application will default to the email program specified in the internet options of Internet Explorer.
	Copy	Scans the item and sends the image to your printer.
	Scan	Scans the item and opens the PaperPort software where you can process the image, or send it to another application on your computer.
	Archive	Scans the item and stores it in a folder location on your computer without opening any other application. The default location of the folder is: <b>\\My Documents\\My OneTouch Archive\\</b> .
	Photo	Scans the item in color and opens an image editing application such as Microsoft's Paint or ArcSoft PhotoImpression.

**NOTE:** The default page size in each configuration is based on your computer's Windows setup of United States or Metric units.

- If United States is the selected measurement, the default page size in each profile will be based on the United States standard page sizes such as 8.5" x 11".
- If Metric is the selected measurement, the default page size in each profile is based on the ISO 216 standard and the majority of the profiles will default to A4.

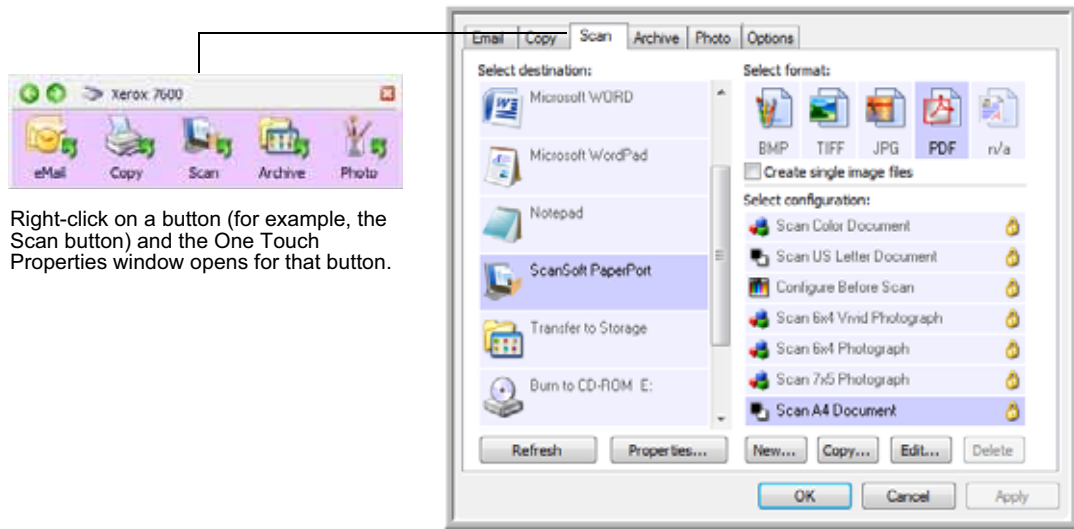


## Configuring the One Touch Buttons

When you installed the scanner, the software configured each One Touch button with appropriate settings consisting of: a **Destination Application**, a **Scan Configuration**, and a **File Format**.



1. Click on the One Touch icon.
2. Right-click a button on the One Touch Button Panel.
3. The One Touch Properties window opens for that button.



Right-click on a button (for example, the Scan button) and the One Touch Properties window opens for that button.

**NOTE:** Some of the options on the One Touch Properties Window are “grayed out” and are not available, these options are not appropriate for your scanner model.

### Changing a Button Setting:

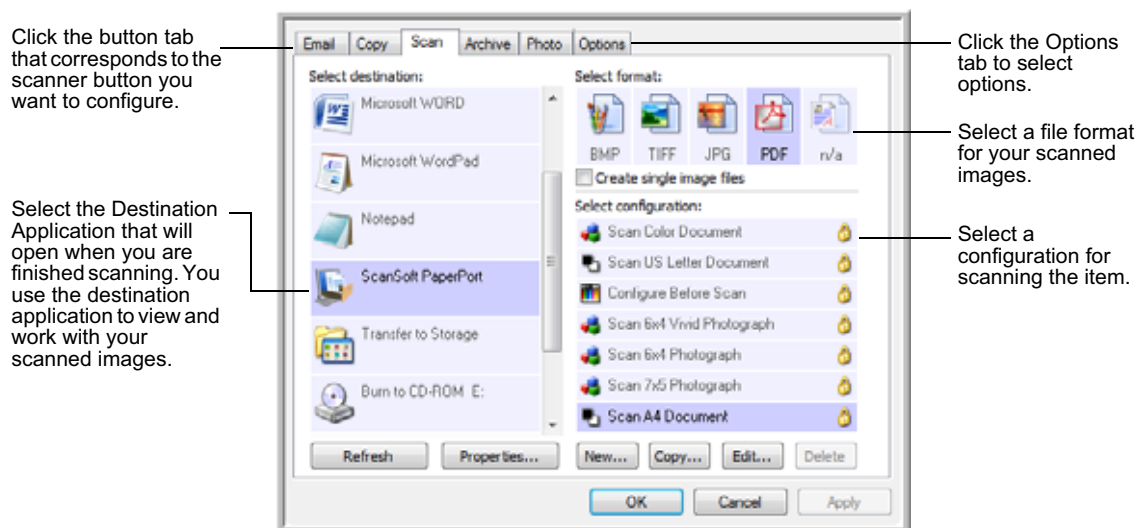
1. Select a button tab on the top of the window.
2. Click on an application name in the **Select Destination** list.
3. Select a file format in the **Select Format** panel.
4. Select a scanning configuration in the **Select Configuration** list.
5. Click on **OK** to save the changes.
6. Press the button on the scanner that you made the changes to.
7. The scanner starts scanning and sends the image to the application, with the file format and scanning configuration you specified.

**NOTE:** The next section contains detailed information on making changes to the One Touch Properties window.

## Selecting New Settings for a Button

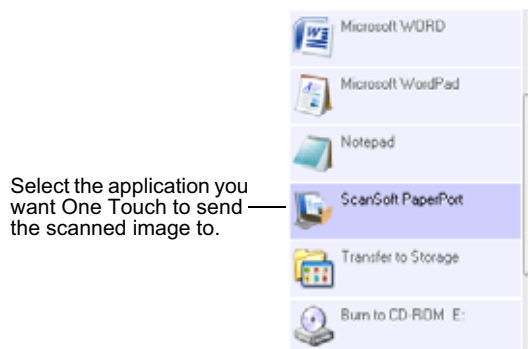
The One Touch Properties window is where you select new settings for the buttons. The tabs across the top of the window correspond to the buttons on the scanner.

For each of the five One Touch buttons, you can select a new **Destination Application**, **Scan Configuration**, and **Document Format**.



The settings on the One Touch Properties window are:

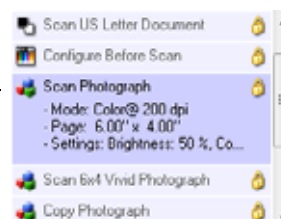
**Select Destination**—The list of Destination Applications that One Touch can send a scanned image to so that this application opens immediately after scanning is complete.



**NOTE:** If you select a word processing program such as Microsoft WordPad or Microsoft Word that can be used for OCR (such as TEXT or RTF), the text in scanned images is automatically converted to word processing text.

**Select Configuration**—The list of available scan configurations for the selected button. The configuration's basic settings include: scanning mode, resolution (dpi), page size, brightness (Br), and contrast (Cr). To see a selected scan configuration's settings, click its icon. Click the icon again to close the detailed information.

Click the icon of a selected configuration to view its settings.



These icons next to each scan configuration indicate the scanning mode.



See the sections “Creating a New Scan Configuration” on page 23 and “Editing or Deleting Scan Configurations” on page 29.

**NOTE:** Use Configure Before Scan if you want to set the scanning mode manually before scanning. See “Configure Before Scan” on page 30.

**Select Format**—A set of file formats for the scanned image for the selected button. The formats are based on the type of Destination Application you select. This example shows the formats that apply to Microsoft Outlook.



The icon names indicate their file types. See “Selecting Document and Page Format Options” on page 33 for more information about the available formats.

**Button tabs**—click to select a button. The settings in the window then correspond to the selected button.

**Options tab**—Displays a window for selecting options related to the selected Destination Application for the scanned image. See “Selecting Options for a Button” on page 36 for instructions on configuring the list of available destinations.

**Properties button**—Displays a window for selecting properties for each type of Destination Application. See “Setting Destination Application Properties” on page 38.

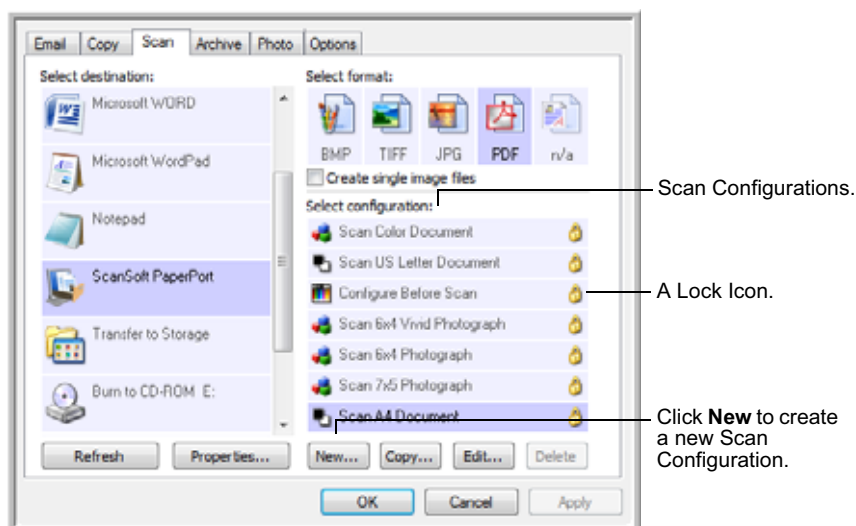
**Refresh button**—Updates the links between all your computer's Destination Applications and One Touch 4.0. If you install new software that can be used as a Destination Application, click the **Refresh** button to link the new software to One Touch 4.0

**New/Copy/Edit/Delete buttons**—Click **New** or **Copy** to add new scan configurations to the list. Click **Edit** or **Delete** to change or remove them.

**OK/Cancel/Apply buttons**—**OK** accepts any changes and closes the window. **Apply** accepts any changes but leaves the window open so you can continue making additional changes. **Cancel** closes the window without accepting any changes.

## Creating a New Scan Configuration

The scan configurations are where you select the scanning resolution, brightness, mode (color, black&white, or grayscale), and a number of other settings.



### To create a new configuration:

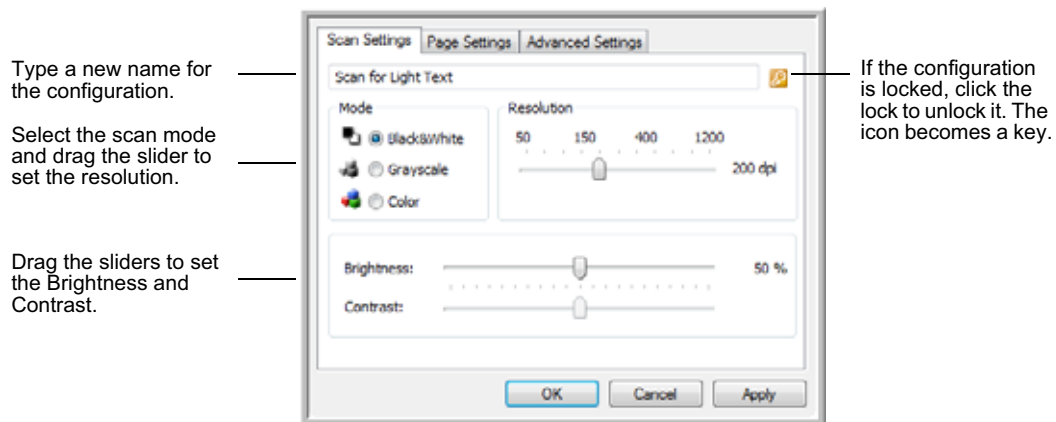
1. Open the One Touch Properties window and click the tab of the button that you want to have a new configuration.
2. Scroll through the applications in the Select Destination list and click the application you want for the new scan configuration.
3. Click the **New** button.

If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

The Scan Configuration Properties dialog box opens.

## The Scan Settings Tab

1. On the Scan Configuration Properties dialog box, type a name.



2. Select scan settings for the new scan configuration.

**Mode**—Select a scanning mode:

- **Black&White** to scan in black and white. For example, letters and memos are usually scanned in black and white.
- **GrayScale** to scan items such as documents containing drawings or black and white photographs.
- **Color** to scan color photographs and other color items. Color scans have the largest file size.

**Resolution**—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

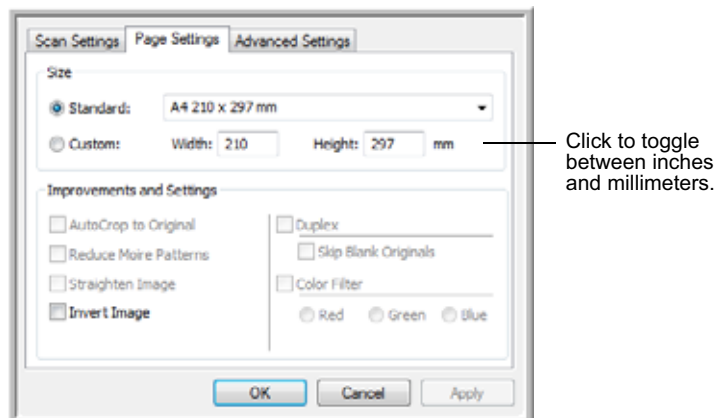
**Brightness** and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black&White mode.

Brightness refers to the lightness or darkness of the image. Contrast is the range between the darkest and lightest portions of the image. The greater the contrast, the more difference between the lighter and darker shades in the image.

3. If you want to lock the configuration, click the key icon to change it from a Key to a Lock.

## The Page Settings tab

Click the **Page Settings** tab to select options applicable to the page size of the item being scanned.



**Size**—Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" x 11.69". The units of measurement can be inches or millimeters. Click the name of the units, inches or millimeters, to toggle between them.

**Improvements and Settings**—Only the options that apply to the selected scanning mode on the Scan Settings tab are available.

- **Reduce Moire Patterns**—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the Grayscale or Color Mode at 300 dpi or less.
- **Invert Image**—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image



Inverted Image

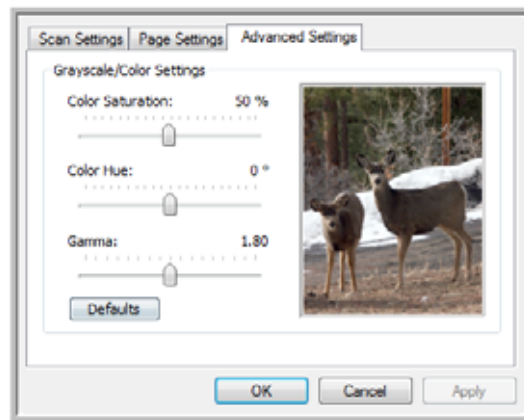


## The Advanced Settings tab

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1. Click the **Advanced Settings** tab.

The options of the Advanced Settings tab are for the Color or Grayscale scanning mode.



2. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.

**Saturation**—the strength or purity of a color.

**Hue**—the color your eyes see as reflected from the image

**Gamma**—controls the brightness of the midtones of the color.

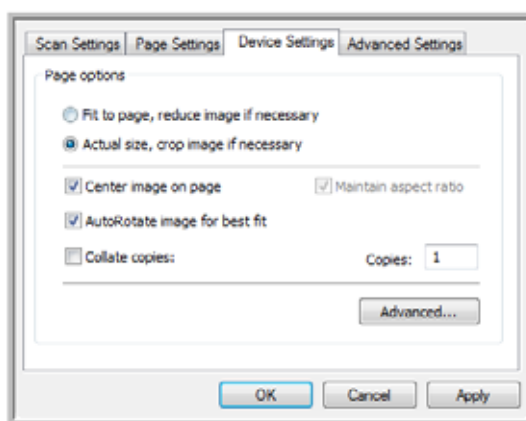
3. Click **OK** to save the new configuration.

It will now be in the list of Scan Configurations on the One Touch Properties window for the appropriate Destination Applications.

## The Device Settings Tab

A Device Settings tab is on the Scan Configurations dialog box when your selected Destination Application sends the scanned image to a printer, fax application, or other device. You use the options on the Device Settings tab to select settings for the device.

1. Click on the **Device Settings** tab.



**Fit to page, reduce image if necessary**—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

**Actual size, crop image if necessary**—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be cropped around its edges to fit on the page.

**Center image on page**—The image will be printed in the center of the page instead of at the top right corner.

**Maintain aspect ratio**—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.

**AutoRotate image for best fit**—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotate the image to fit on the page.

**Collate copies**—If you are printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.

**Advanced**—Click to see additional settings for the device. The dialog box that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

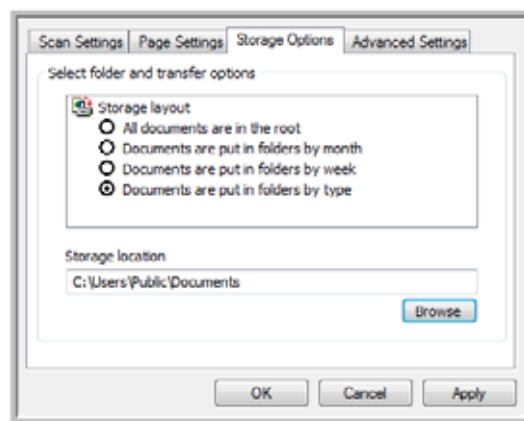
2. Click **OK** or **Apply**.



## The Storage Options Tab (Archive)

A Storage Options tab is on the Scan Configurations dialog box when the Destination Application is Transfer to Storage. You use the options on this tab to select where to save your scanned items for storage when scanning with that particular Scan Configuration.

1. Click on the **Storage Options** tab.



2. Click the Storage Layout options you want.

**All documents are in the root**—The scanned documents are saved in the root of the folder specified in the Storage Location.

**Documents are put into folders by month, week, or type**—Folders are created based on your selection (month, week, or file type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

3. If you want to store your archive documents in some other location, click the **Browse** button to specify the new location.
4. Click **OK** or **Apply**.

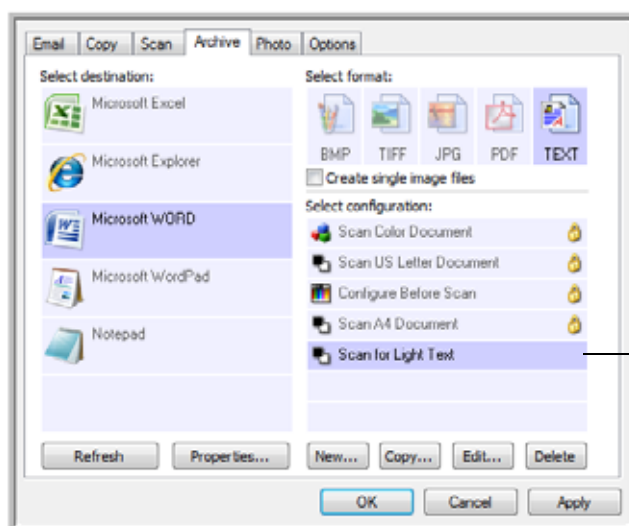
## Editing or Deleting Scan Configurations

Editing and deleting is normally for the configurations you create, not for your scanner's pre-set configurations.

**NOTE:** Your scanner comes with a number of configurations pre-set at the factory. To ensure that your scanner will always have a set of correct scan configurations, do not delete the pre-set configurations. We also recommend that you keep those configurations locked so they are not inadvertently deleted. That way, you will always have the factory-settings available. If you do delete or edit them, and want to get the factory pre-sets back again, you will need to uninstall then re-install your scanner.

### To edit or delete a scan configuration:

1. Open the One Touch Properties window.
2. Select the scan configuration you want to edit or delete.



Select the scan configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.

- To delete the configuration, click the **Delete** button.
  - To edit the configuration, click the **Edit** button.  
Edit the settings and click **OK**.
3. Click **OK** to close the One Touch Properties window.

## Configure Before Scan

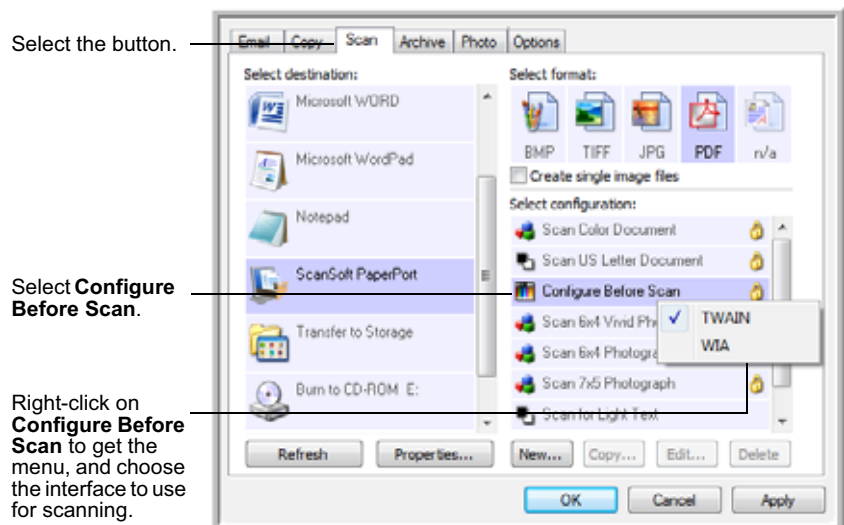
You can set up the scanner so that, when you press a button or click it on the Button Panel, a different scanning interface opens before the scanning starts. To set up the scanner for this capability, you select **Configure Before Scan** from the scan configuration list.

Choosing **Configure Before Scan** simply opens either the TWAIN or WIA scanning interface when you press or click a button. You can then use the interface to change the Resolution, Scan Mode, and other settings. When you scan, the scanned image will still be sent as the file type and to the same Destination Application already selected in the One Touch Properties window for that button.

The option **Configure Before Scan** can be used when you want to scan multiple pages and have them appear in one file.

### To set Configure Before Scan:

1. Open the One Touch Properties window.
2. Click the tab of the button that you want to set to configure before scanning.
3. Select the scan configuration **Configure Before Scan**.



4. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

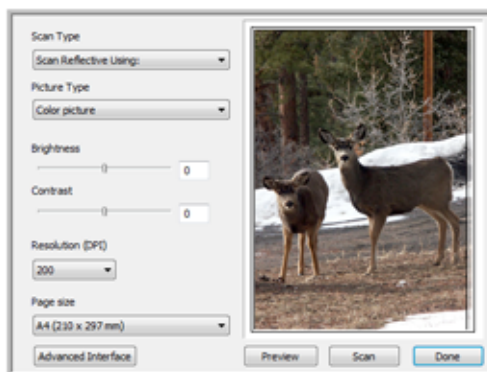
**TWAIN**—The TWAIN Interface opens for you to make changes prior to scanning. See “Scanning from the TWAIN Interface” on page 53.

**WIA**—The Windows Image Acquisition (WIA) Interface opens for you to make changes prior to scanning. See “Scanning from the Windows Image Acquisition Interface” on page 66.

5. Click **OK** or **Apply** on the One Touch Properties window.

## To Scan Using Configure Before Scan

1. Put the document or photo on the Flatbed Glass and close the lid.
2. Click the button you set up to Configure Before Scan.
3. The TWAIN Interface opens.
4. Choose your scan settings, such as the Picture Type of Color, Grayscale or Black & White, Resolution in DPI, and Page Size.
5. Click the **Scan** button on the TWAIN Interface.



6. Your document will be scanned and sent to the Destination Application specified in the One Touch 4.0 Properties window.  
In the example shown on the previous page, the Destination Application is PaperPort.

## To Scan Multiple Pages

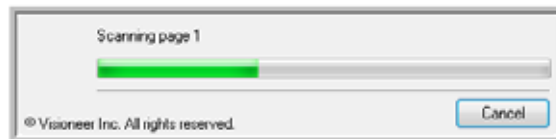
You can use Configure Before Scan to create multi-page documents from individually scanned pages.

**NOTE:** Using the Configure Before Scan option to scan multiple pages does not apply for page formats BMP and JPG. Please make sure the page format on the One Touch 4.0 Properties window is set to TIFF, PDF, or one of the Text formats.

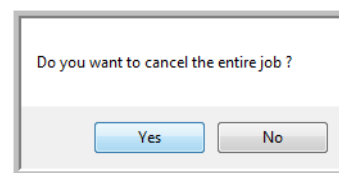
1. Put the page on the Flatbed Glass and close the lid.
2. When the TWAIN Interface opens, select the appropriate scan settings for your document.
3. Click the **Scan** button on the TWAIN Interface.
4. After the Scanning Progress bar closes, place the next page on the Flatbed Glass, close the lid, and click the **Scan** button again.
5. Continue until you have scanned all the pages in your multi-page document.
6. When you're finished scanning, click the **Done** button on the TWAIN Interface.
7. All the scanned pages will be sent to the Destination Application set in the One Touch 4.0 Properties window. If the Destination Application is PaperPort, the pages will be grouped as a single stack of pages.

## Canceling a Configure Before Scan

1. Click **Cancel** in the scanning progress window.



2. The following window will open asking if you want to cancel the entire job.



- **Yes**—Scanning stops and all pages scanned in this batch, up to this point, will be deleted. The TWAIN interface will close and you can restart your scan from the beginning.

Choose **Yes** if the TWAIN scan settings are incorrect for your current scanning batch.

For instance, the Picture Type is Black & White but you want to scan your documents in color. Choose **Yes** to delete any scanned pages, then start over but select the correct Picture Type before scanning.

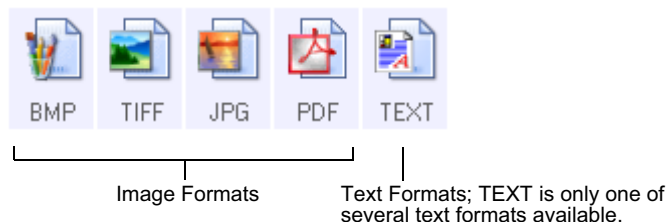
- **No**—Scanning stops, but all pages scanned in this batch, up to this point, are not deleted and the TWAIN interface remains open. You can place a new page on the flatbed glass, adjust the TWAIN settings for it, then click the **Scan** button in the TWAIN interface to continue scanning. At the end of the scanning batch, all pages from the first portion of the scan and second will be sent to the Destination Application.

Choose this option if, for instance, you have been scanning a Black & White document but you want to insert a color page into it. Instead of having to re-scan the entire batch, you can stop the current scan, change the Picture Type from Black & White to Color, then restart the scanning without losing the pages already scanned.

## Selecting Document and Page Format Options

The format option you select determines the file format of the scanned document. Appropriate format options and file types are available for the type of Destination Application selected for the button.

The available options are for images and text.



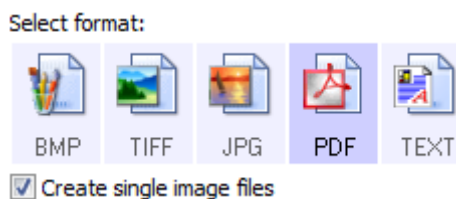
The Text Formats are for text file types. The names of the formats indicate their file types. See "Text Formats" on page 35 for details.



## Create Single Image Files

The TIFF and PDF formats support multiple page documents. If you are scanning as a TIFF or PDF file and want one file created for each image scanned, select **Create single image files**. Note that this option is automatically selected and disabled if you have selected a format that only supports single pages, such as BMP or JPG.

This option can be used in conjunction with Configure Before Scan to send multiple single-page files to a destination when scanning from within the TWAIN interface.



## Image Formats

Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than the JPG format.

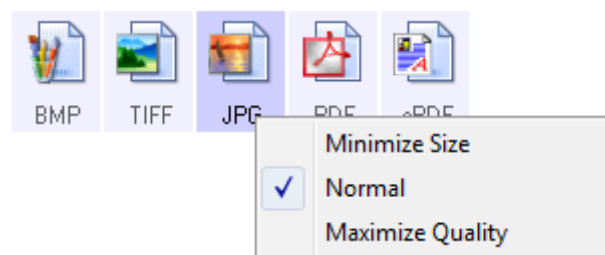
Because JPG image files can be reduced in size, the JPG format is often used for images on web pages, or if file size might be a problem when electronically sending the files. JPG files are reduced in size by lowering their image quality, and you can select the degree of quality for your scanned images from the JPG file format icon.

The PDF format is often used to create images of text pages. You may want to select PDF as the format when scanning text pages that do not require OCR processing or other processing. The PDF format is also used to put multi-page documents on web sites as pdf-readable files. As with the JPG option, the PDF format can be reduced in size or quality.

### To select a JPEG or PDF file size:

1. Select **JPG** or **PDF** as the page format.
2. Right-click on the **JPG** or **PDF** icon.

A menu opens.



3. Choose the file size/image quality option for your scanned images.

**Minimize Size**—Smallest file size, lowest image quality.

**Normal**—Medium file size, some loss of image quality.

**Maximize Quality**—Largest file size, no loss of image quality.

Your selection pertains only to the button currently selected on the One Touch Properties window. Other buttons that have JPG or PDF selected as the Page Format are not affected, so you can set the JPG or PDF file size/image quality independently for each button.

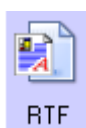
4. Click **OK** or **Apply** on the One Touch Properties window.

## Text Formats

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text.

Select a text format for documents with text or numbers, such as a business letter, report, or spreadsheet. The text format icon has several file formats available, depending on the Destination Application you select.

The specific file format is the file name extension on the text format icon.



The specific text format; this example is for Microsoft Word Rich Text Format.

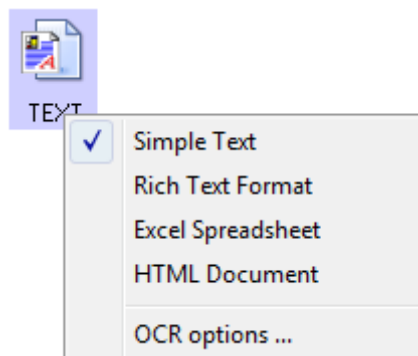
As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.

### To select a file type for the text format:

1. Select the Destination Application.
2. Right-click on the text format icon.

The menu options depend on the type of Destination Application you select.

Example menu for the Text format when the selected application is Transfer to Storage.





- Choose the file type that you want for the text format.



**Simple Text**—The .txt file format. Text with no formatting; used by the standard Microsoft Notepad application.



**Rich Text Format**—The .rtf file format. Text that retains formatting when converted. Available with Microsoft Wordpad and Word.



**Excel Spreadsheet**—The .xls file format used by Microsoft Excel.



**HTML Document**—The .htm file format used to create web pages.

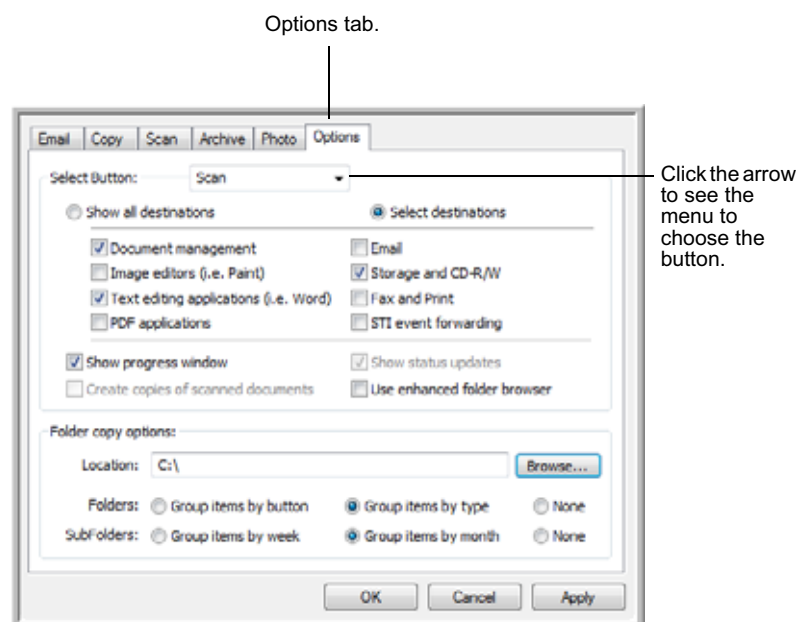
- Click **OK** or **Apply** on the One Touch Properties window.

## Selecting Options for a Button

The One Touch Options determine the types of Destination Applications available for a button, as well as additional options that apply to all of the scanning buttons.

### To select options:

- Open the One Touch Properties window and click the **Options** tab.



- Click the menu arrow and choose the button for new options.

3. Select button options as described below.

**Show All Destinations**—This option selects all the Destination Application categories. The list of Destination Applications available for the selected button will include all the applications on your computer that fall into these categories.

**Select Destinations**—Select this option to individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

- **Document Management** includes PaperPort and other applications for processing and keeping track of your scanned documents.
  - **Image Editors** include Microsoft Paint and other drawing and graphics applications.
  - **Text Editors** include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications. Select this option if you want OCR processing to convert your scanned documents to text that you can edit.
  - **PDF applications** are for documents scanned to PDF format.
  - **Email** includes Microsoft Outlook and other email applications.
  - **Storage and CD-R/W** is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents.
  - **Fax and Print** is for sending your scanned documents directly to your printer or fax software for faxing.
  - **Sti event forwarding** is for using another application's interface for scanning. The One Touch Event Forwarding dialog box opens so you can select which application to use to continue scanning.
4. Click **Apply**, then click on the button tab you changed these options for to see the new settings.

### Global Options for all Buttons

- **Show Progress Window**—Select this option to display the progress window of the document(s) during scanning.
- **Use enhanced folder browser**—Select this option if you want to save your scans to a network location that is not a mapped drive on your computer.
- **Create copies of scanned documents**—Sometimes the image of a scanned document is only saved as a temporary file until its Destination Application is finished using it. In those cases you may want an additional, permanent copy saved on your hard drive. The copies will be saved in the folder specified in the **Folder Copy Options** section.

This option is not available if either **Document Management** or **Storage and CD-R/W** are selected, because, by default, file copies for those types of Destination Applications are already automatically saved in the folder for copies.

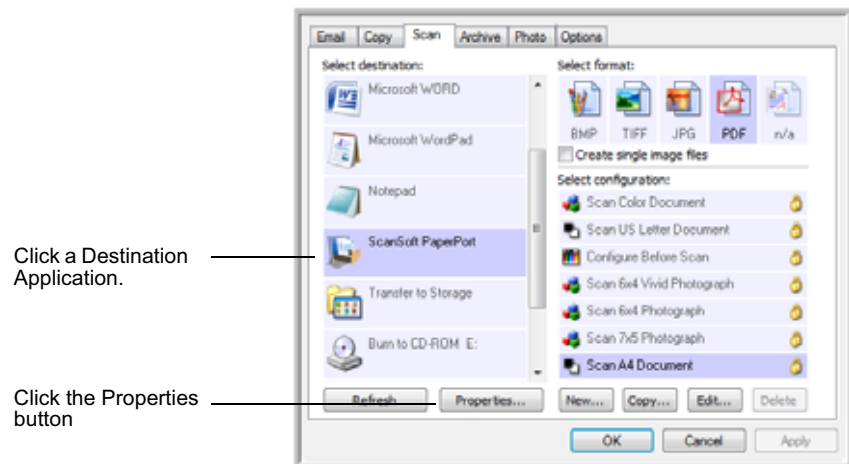
- **Folder Copy Options**—This section of the dialog box sets the location for copies of your scanned documents and how you want to group them.

Click the **Browse** button and select the folder for saving the copies. Select the grouping option for the documents. The Group by button option groups the documents under the name of the One Touch button. Group by type arranges the scanned documents by the type of file, such as .doc or .jpg. If you also want to group them by date you can choose the week and month options.

## Setting Destination Application Properties

The different types of Destination Applications have various properties that you can select.

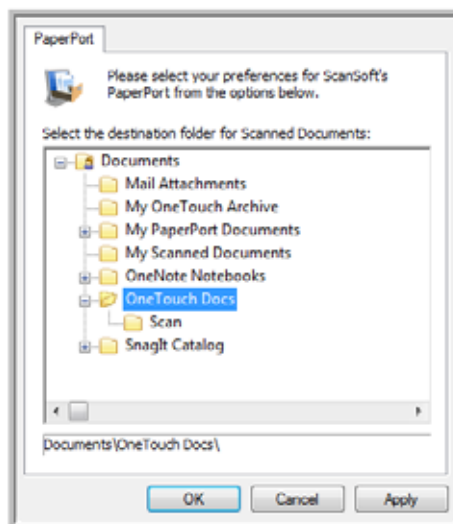
1. On the One Touch Properties window, click a Destination Application.
2. Click the **Properties** button.



A One Touch 4.0 Link Properties dialog box opens for the type of Destination Application you selected, and the available options are for that type of application.

## PaperPort Properties

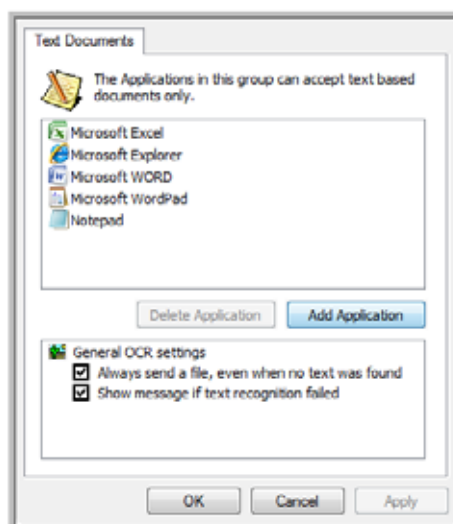
These properties apply to PaperPort, and are for designating the folder to receive your scanned items.



1. Select the PaperPort folder where you want the file of the scanned image to be located.
2. Click **OK**.

## Text Documents Properties

These properties apply to Microsoft Word, Microsoft Excel®, and the other applications indicated by their icons in the list. The properties apply to the Optical Character Recognition (OCR) settings for the applications.



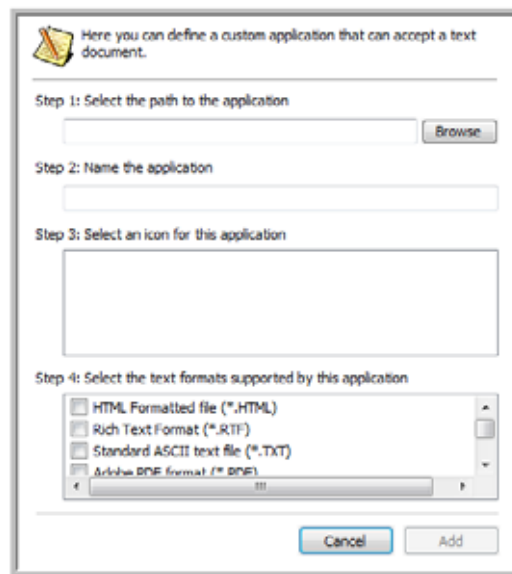
1. Click in the OCR settings boxes for the options you want.

The options will apply to all the applications in the group.

**Always send a file, even when no text was found**—The scanned file is sent to the OCR reader even if the image does not appear to contain text. This could occur if you scanned a photograph with a scanner button set for text applications.

**Show message if text recognition failed**—A message will open on the screen if the OCR reader does not detect text in the image.

2. To add another application to the list, click the **Add Application** button. The Add Text Based Link dialog box opens.



3. Click **Browse** to find the application you want to add to the list.

When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.

4. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the One Touch Destination List.
5. In step 4 of the dialog box, select the file formats that the application will accept.

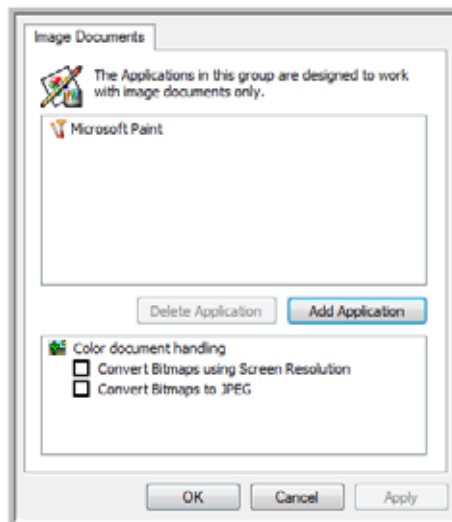
Refer to the documentation you received with the application to see which text formats the application accepts.

The options you select at step 4 determine the page format icons in the One Touch Properties window for that group of applications.

6. Click the **Add** button.
7. Click **OK** on the Link Properties window.
8. Click **Refresh** on the One Touch Properties window and the new application should now be available.

## Image Documents Properties

These properties apply to Microsoft Paint and other image processing applications.



1. Click in the Color document handling settings boxes for the options you want.

These options will apply to all the applications in the group.

**Convert Bitmaps using Screen Resolution**—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

**Convert Bitmaps to JPEG**—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

2. To add another application to the list, click the **Add Application** button.

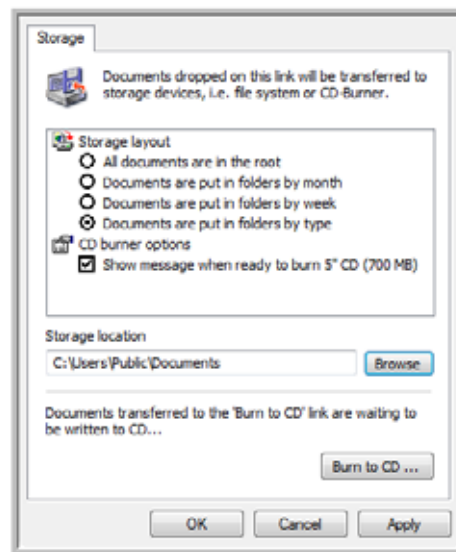
See the steps on page 40 to add an application to the list.

3. Click **OK**.

## Storage Properties

These properties apply to the Destination Application named Transfer to Storage. If a CD burner is attached to your computer, and your computer is running Windows XP or Windows Vista, you also use this dialog box to start the Burn to CD process. See the section “Scan and Burn to a CD” on page 45.

You can also set up multiple configurations to store scanned items in separate locations. See “Scanning to Multiple Archive Folders” on page 49.



1. Click the Storage Layout options you want.

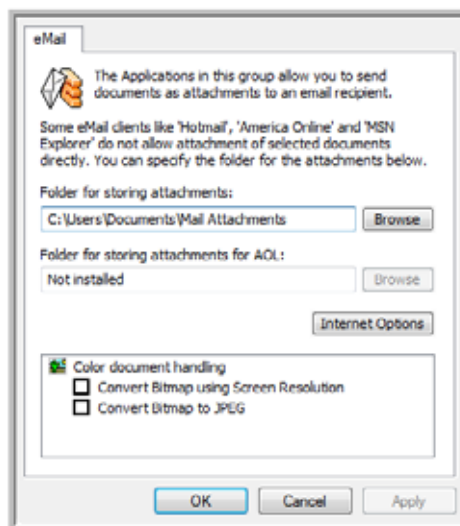
**All documents are in the root**—The scanned documents are saved in the root of the folder specified in the Storage Location.

**Documents are put into folders by month, week, or type**—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

2. Click the **Browse** button to specify the location to store the scanned documents, or type a location directly into the box.
3. If you have a CD burner attached to your computer, the option **Show message when ready to burn 5" CD (700MB)**, should also be selected so you will see a message when it's time to click the **Burn to CD** button.
4. Click **OK** on the Link Properties window.

## eMail Properties

These properties apply to email applications so you can specify the folder for documents that you will attach to an email message. Microsoft Outlook® will accept direct attachment of documents to a blank email message as soon as scanning is finished, but other email applications may not. If you're using one of those applications, such as America Online® (AOL), you need to know which folder contains the scanned documents so you can manually attach them to your email messages.



1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your email attachments.

2. If you are using AOL on your computer, and the folder name for AOL is incorrect, click the **Browse** button and find the correct AOL folder.

Please contact AOL for more information about the folder location in which AOL stores attachments.

3. If you need to change your email client, or any other internet options, click the **Internet Options** button.

The Windows Internet Options Control Panel opens. Click the Programs tab and choose a new email client from the Email list. These are the standard Windows Internet options. Please see your Windows documentation for more information about Internet options. If you are using AOL, please see the AOL user manual for making changes to the Internet options applicable to AOL.

4. Select the options for color document handling.

**Convert Bitmaps using Screen Resolution**—Use this option to ensure that an image will fit on the computer's screen.

**Convert Bitmaps to JPEG**—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times when you email the file or upload it to the internet.

5. Click **OK**.



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## Scanning with Optical Character Recognition (OCR)

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Optical Character Recognition (OCR) converts text and numbers on a scanned page into editable text and numbers. You can then work with the text and numbers to edit, spellcheck, change font or type size, sort, calculate, and so forth.

**NOTE:** Xerox recommends that all OCR processing use the original factory settings for OCR scanning that came with your scanner. When scanning with other settings, use at least 200 dpi for the resolution. If the original documents are of poor quality or have a small type font, 300 dpi can be used as the maximum resolution.

### To scan with OCR:

---

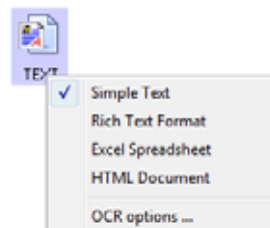
1. Select a Destination Application that has one of the Text formats as an option (TEXT, RTF, XLS, or HTML).
2. Scan the document.

Your scanned pages appear in the Destination Application with the text ready for editing and other text processing.

### To select OCR settings:

---

1. Select the Destination Application.
2. Right-click on a text format icon.



3. Choose **OCR options**.
4. Select the option you want for the OCR conversion of your documents.

**Auto orient page**—Select this option to check the page orientation and automatically rotate an improperly oriented page image so the text is recognizable by the OCR process.

**Single column output**—Select this option to produce a single column of text in the Destination Application, even if the original image had multiple columns of text.

5. Click **OK**.

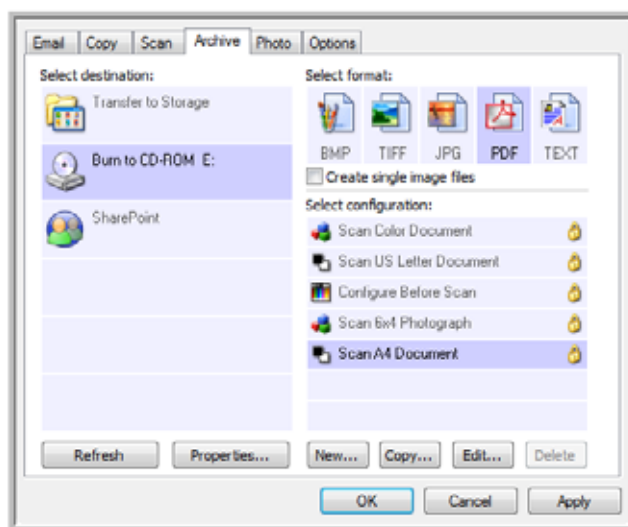
Note that the OCR options apply to all the Destination Applications for which OCR applies. If you change them for one Destination Application, those changes apply to the others as well.

## Scan and Burn to a CD

If you have a CD burner attached to your computer, you can scan directly from your scanner onto a CD. This feature is available only on computers running Windows XP or Windows Vista.

### To scan and burn to a CD:

1. Open the One Touch Properties window.
2. Select **Burn to CD** as the Destination Application.



3. Choose a Page Format and a Scan Configuration.
4. Click **OK**.
5. Now start scanning using the button you selected to use to scan and burn to a CD.
6. Open the One Touch Properties window, select **Burn to CD** and click the **Properties** button.
7. Make sure a blank CD is in the CD burner.
8. Click the **Burn to CD** button. The CD burner begins and your scanned documents are written to the CD.

If other files are also waiting in this location, they will get written with the One Touch files on the CD.

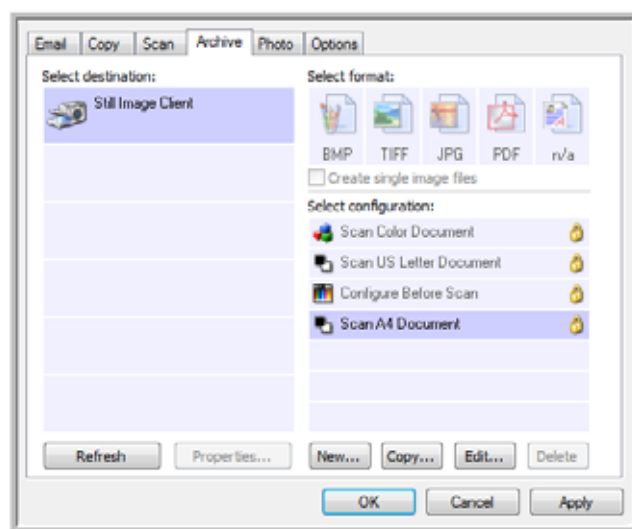
## Scanning with Event Forwarding

If you want to specify an application to use for scanning at the start of the process, you can use event forwarding.

### To scan with event forwarding:

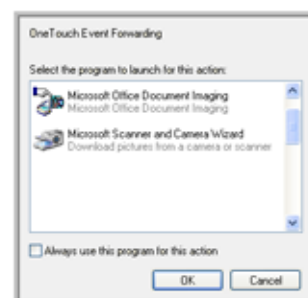
1. Open the One Touch Properties window.
2. Select **Still Image Client** as the Destination Application.

You cannot choose a page format for this option because the actual Destination Application is not selected until after you press the scanner button.



3. Choose a Scan Configuration.
4. Click **OK**.
5. Start scanning using the button you selected for event forwarding.

A dialog box opens for you to select the application to use for scanning.



6. Select the application you want in the box and click **OK**.

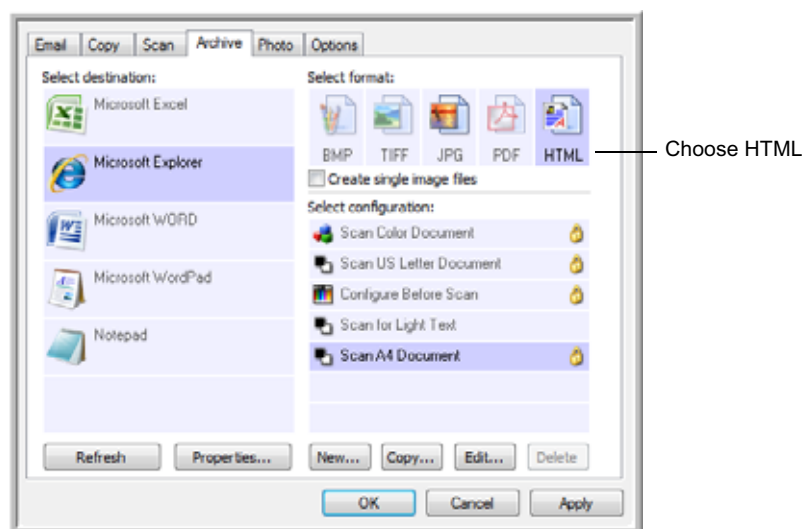
Now the application you selected opens and you can continue scanning using the application's interface.

## Creating an HTML Web Page from Your Scanned Documents

You can convert scanned pages to HTML format for posting directly to your web site.

### To scan and create an HTML web page:

1. Open the One Touch Properties window.
2. Click the tab of the button you want to use to scan pages for HTML conversion. In the sample below it is the Scan button.
3. Select **Microsoft Explorer** as the Destination Application.
4. Choose **HTML** as the Format.



5. Choose a Scan Configuration that has the settings for the image on the HTML page.
6. Click **OK**.
7. Put the document on the scanner glass and close the lid.
8. Press the scanner button you've set up for HTML scanning.

When scanning is finished, the document is first converted to editable text using the OCR process, then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.

9. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.
10. You can now use Microsoft Internet Explorer or other application to post the document to your web page as you would any other HTML page.

## Transferring Scanned Documents to Storage

With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save or process them in any other way. If you choose a text format for the file format, the documents are also automatically converted by the OCR process into editable text and numbers before being stored.

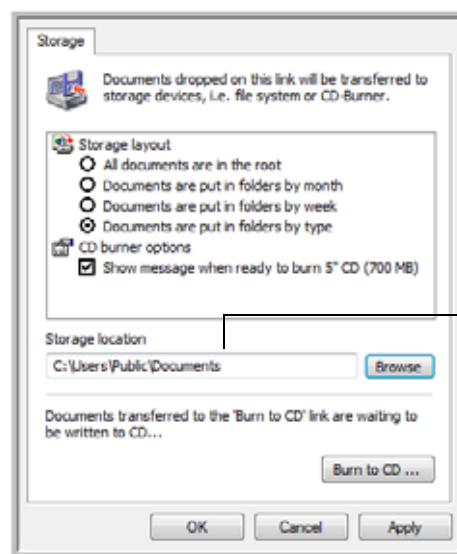
### To transfer documents to storage:

1. Press the button you've set up to transfer to storage.

A button that has been set to scan to a storage location will have a folder icon.



2. Scanning begins and your scanned pages are stored in the location that you specified on the One Touch 4.0 Link Properties window.



Your scanned documents will be stored at the location you specified on the One Touch 4.0 Link Properties window.

When selecting the storage location for scanned documents, you can select a local folder, or a folder on a server or mapped drive.

## Scanning to Multiple Archive Folders

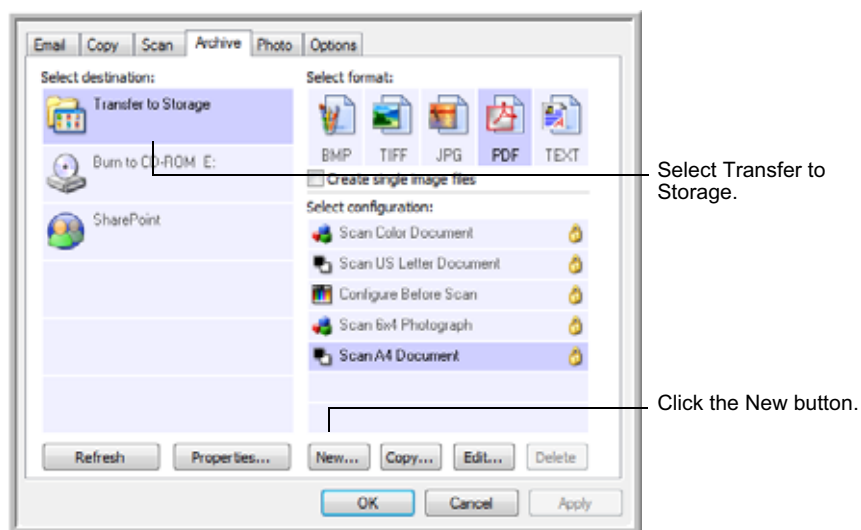
When archiving documents with Transfer to Storage option, you can scan the documents to multiple folders. For example, one folder might be for “Business Receipts,” a second folder might be for “Personal Receipts,” and a third folder might be for “Annual Receipts.”

To scan to multiple folders, you create multiple configurations, each with a different storage location for the scanned documents. Scan one set of documents using the scan configuration with the appropriate storage location for that set. Then switch to another scan configuration and scan the next set of documents to store them in their folder.

**NOTE:** The selections you make using the Storage Options tab override the storage location that is set in the Storage Link Properties.

### Setting up multiple folders for transfer to storage:

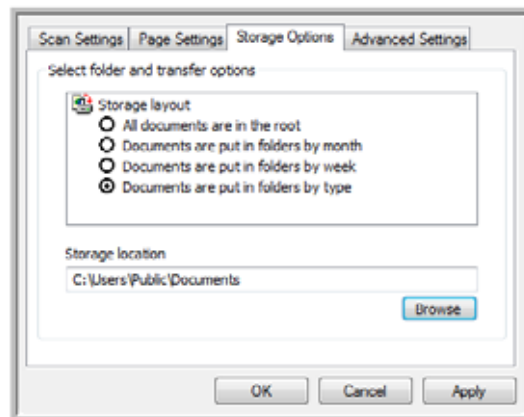
1. Using Microsoft Windows, create the folders that you want to use for storing scanned items.
2. Open the One Touch Properties window.
3. Select the button set up with **Transfer to Storage** as its Destination Application.
4. Click the **New** button.



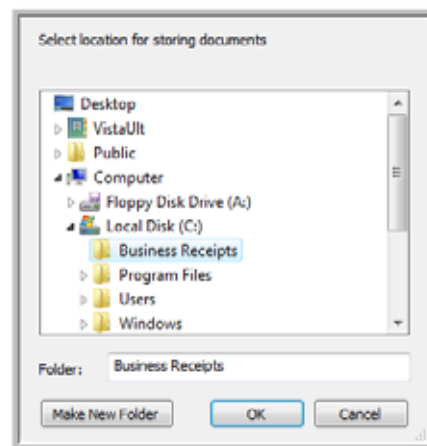
The Scan Configuration Properties dialog box opens.

5. To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as “Storage for Business Receipts.”
6. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.

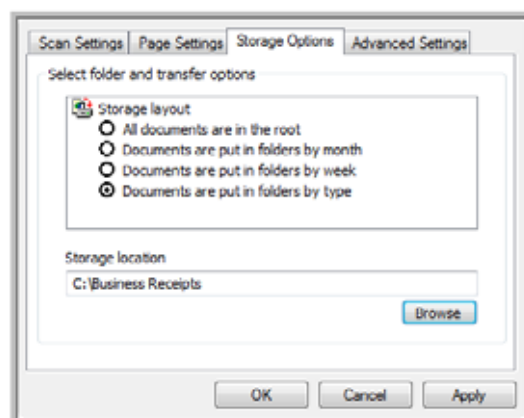
7. Click the **Storage Options** tab.



8. Click the **Browse** button.
9. Select the folder you created for storing the scanned documents.



10. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts."



11. Click **OK**. The new configuration is now listed as a Transfer to Storage configuration.

12. Repeat the process to create additional new configurations, such as one named "Storage for Personal Receipts."
13. Make sure to designate separate folders as the Storage Locations for the new configurations.

You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.



The new configurations apply to the Transfer to Storage Destination Application.

### Scan to multiple storage folders:

1. Open the One Touch Properties window.
2. Select one of the configurations you created for storage.
3. Click **OK**. The One Touch Properties window closes.

The One Touch panel will show the name of the configuration.



4. Scan the documents you want to store.  
The documents are scanned to the folder specified for the configuration.
5. When scanning is finished, open the One Touch Properties window again and select the other configuration you created for storage.



6. Click **OK**.

The One Touch panel will show the name of the other configuration.



7. Now scan the next set of documents.

When scanning is finished, the two sets of documents are stored in the two separate folders.

# Scanning from the TWAIN Interface

You can scan from any TWAIN scanning application instead of scanning from the One Touch buttons on your scanner or the One Touch button panel.

**A Note About Your Scanner and the TWAIN standard:** TWAIN is a widely recognized standard that computers use to receive images from scanners, digital cameras, and other digital devices. The TWAIN scanning interface can be accessed from any TWAIN scanning application you have installed on the computer. Applications such as Nuance PaperPort and ArcSoft PhotoImpression, which were provided with your scanner, and many other applications, can use the TWAIN interface for scanning. Because the TWAIN interface is the same regardless of the software you use to open it, you can still use the instructions in this User's Guide for scanning with your Xerox 7600 scanner. To access the TWAIN interface from other software, please refer to their user's guides, then return to this User's Guide for the steps to scan.

**NOTE:** You can access the TWAIN interface when you're scanning from the One Touch software. If the One Touch configuration you are using is set to **Configure Before Scan**, and the selected option is TWAIN, the TWAIN interface opens right away when pressing the button on your scanner without opening any other TWAIN-compliant software first. See the section "Configure Before Scan" on page 30 for details.

The PaperPort and ArcSoft user guides are located on the installation disc you received with the scanner.

The PaperPort software includes a complete set of help topics that answer questions about each feature of the software. To open the Help Topics window, press the **F1** key on your keyboard or choose **PaperPort help** from the Help menu.

## Accessing the TWAIN Interface

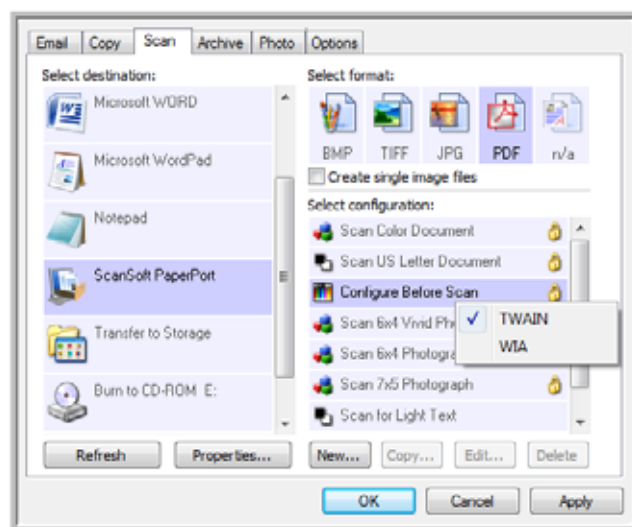
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### Open the TWAIN interface from One Touch

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If the One Touch configuration you're using to scan is set to **Configure Before Scan**, and the selected option is **TWAIN**, the TWAIN interface opens right away without opening PaperPort first.

For example, the following figure shows the options you would have selected to set up the Scan button to open the TWAIN interface.



Clicking on the **Scan** button on the One Touch button panel, or pressing the **Scan** button on your scanner will bring up the TWAIN interface.

### Open the TWAIN interface from an application:

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Each TWAIN-compliant software application has its own specific steps to open the TWAIN interface, but the basic process is the same for most of them.

1. Open a TWAIN-compliant scanning application.
2. Use the application's command that opens the TWAIN interface.

In PaperPort click on the toolbar Scan button then choose **TWAIN: Xerox 7600** when prompted. Select **Display scanner dialog box** and then click on the **Scan** button in the scanning pane.

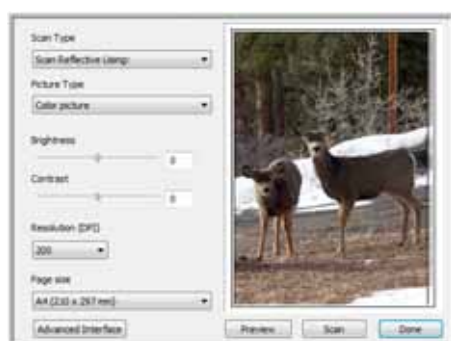
Many Microsoft Office applications can access the TWAIN interface from the **Insert** menu, by choosing **Picture** then **From Scanner or Camera**.

3. The TWAIN interface opens and you're ready to start scanning.

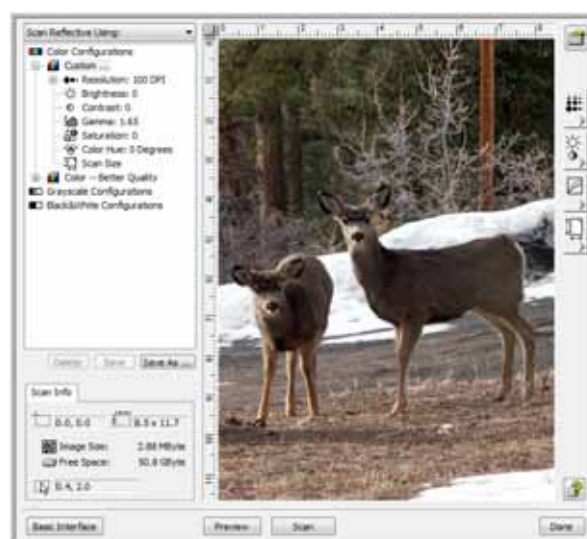
## The Two TWAIN Interface Options

When scanning with TWAIN, you have two interface options:

- **Basic Interface**—Use the Basic Interface if you don't need to make many adjustments to the image before scanning. You can adjust brightness, contrast, resolution, page size, and picture type. See “Scanning from the TWAIN Basic Interface” on page 56.
- **Advanced Interface**—The Advanced Interface includes all the settings of the Basic Interface, plus a wide range of more advanced settings, such as color saturation, gamma, and hue. See “Scanning from the TWAIN Advanced Interface” on page 58.



The **Basic Interface** has the settings for scanning typical documents.



The **Advanced Interface** has all the scan settings of the Basic Interface, plus a range of additional settings for more advanced image adjustment.

Basic Interface

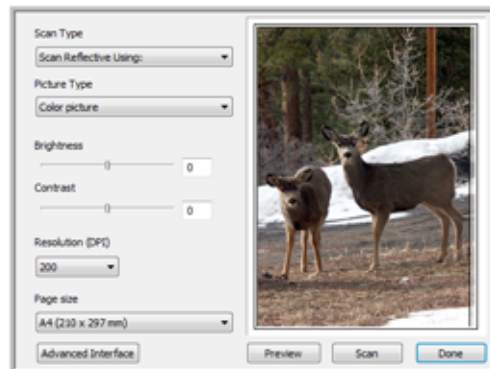
Advanced Interface

To switch between the Basic and Advanced Interfaces, click the **Basic Interface** or **Advanced Interface** button.

## Scanning from the TWAIN Basic Interface

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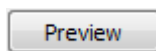
The Basic Interface can scan a preview of the image so you can adjust its appearance before scanning the final image. After adjusting the appearance, you click the **Scan** button on the Basic Interface to scan.



### To scan from the Basic Interface:

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1. The **Scan Type** menu's only option is **Scan Reflective Using** for scanning from the flatbed glass.
2. Choose the color, grayscale, or black and white option from the **Picture Type** menu.
3. Choose a resolution from the **Resolution (DPI)** menu.
4. Choose a page size from the **Page Size** menu.
5. Click the **Preview** button.



The scanner scans the item and displays a preview image.

You can now use the options on the Basic Interface to adjust the image.

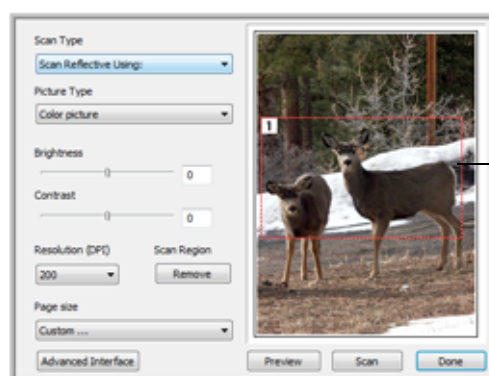
6. Adjust the **Brightness**, **Contrast**, and **Resolution** until the picture is what you want. You can also change the picture type again, for example, from color to grayscale.
7. When you are satisfied with the preview image click **Scan**.
8. When you're finished scanning items, click **Done** to close the Basic Interface.
9. The scanned images will appear in PaperPort, or the other TWAIN application you're using.

## Scanning Part of an Image

To scan part of an image, you draw a box around the part you want. The scanner then only scans that portion of the image and places it in the scanning application.

1. Put the pointer on the image and drag a box around the section of the image that you want to scan.

A dotted outline shows the selected area in the image.



This is the image that appears on the PaperPort desktop when scanning is finished.

The selected scan area.

You can now move or resize the outline to select the specific area you want to scan.

2. To move the dotted outline, put the pointer in the selected area and drag the mouse.
3. To resize the area, put the pointer on a dotted line and drag.
4. If you want to remove the selected area and start over, click **Remove**.
5. Click **Scan** when you're ready to scan the portion of the image.

## Scanning from the TWAIN Advanced Interface

The Advanced Interface has more options for scanning than the Basic Interface.

1. Open the TWAIN Interface.
2. If the Basic Interface opens, click the **Advanced Interface** button.  
The Advanced Interface opens.

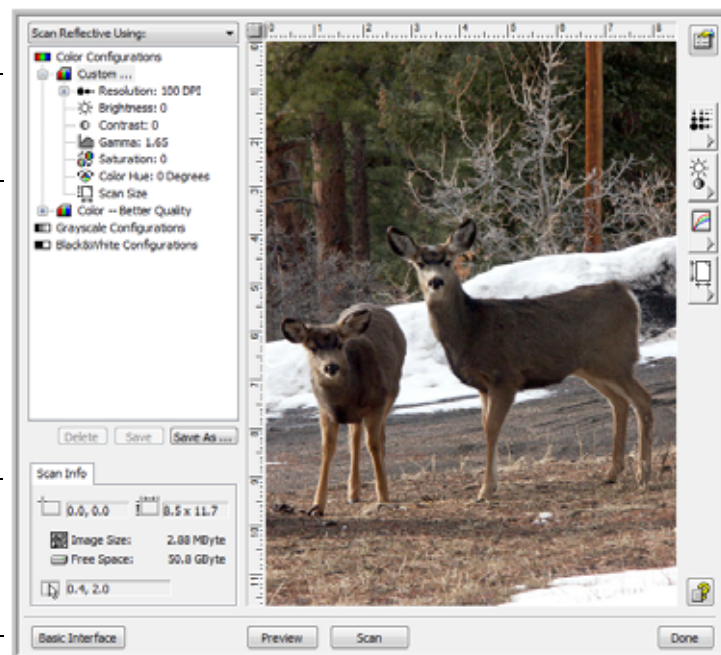
Advanced Interface

Click an icon to select a configuration—Color, Grey Scale, or Black&White. Clicking the "+" sign in front of Custom shows Custom's scan settings.

Click a setting in the list to change it. The setting's options appear on the right side of the Advanced Interface where you can make changes if necessary.

Check the Scan Info to make sure your computer has sufficient space for the image. Warning icons on this box appear if your computer does not have enough space for the scanned image's file.

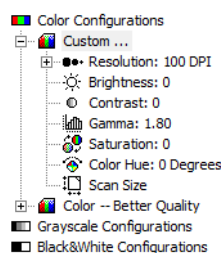
If you don't need all the features of the Advanced Interface, click Basic Interface to return to it.



Click Preview to view the image in the window.

When you are satisfied with the scan settings, click Scan.

Click Done to close the Advanced Interface.



3. Click one of the icons to select a configuration.

The configuration settings appear as a list. Click the + (plus) sign to see the full list. Click the - (minus) sign to collapse the list.

- **Color** scans the image in full color. Use this setting to scan color photographs and other color images.
- **Grayscale** scans the image using up to 256 true shades of gray. Use this setting to scan black and white photographs and other higher quality black and white images. You can also scan a color photo with this setting to turn its colors into grey shades.
- **Black&White** is for letters, memos, pen and ink drawings, and other black and white material.

4. Click the **Preview** button to preview the image before scanning.
5. Review the image to determine if adjustments are needed.



6. To adjust a setting, click the setting in the list on the left below the selected configuration.

A panel opens on the right side of the Advanced Interface for the selected setting. The next section provides details about the options found in these side panels.

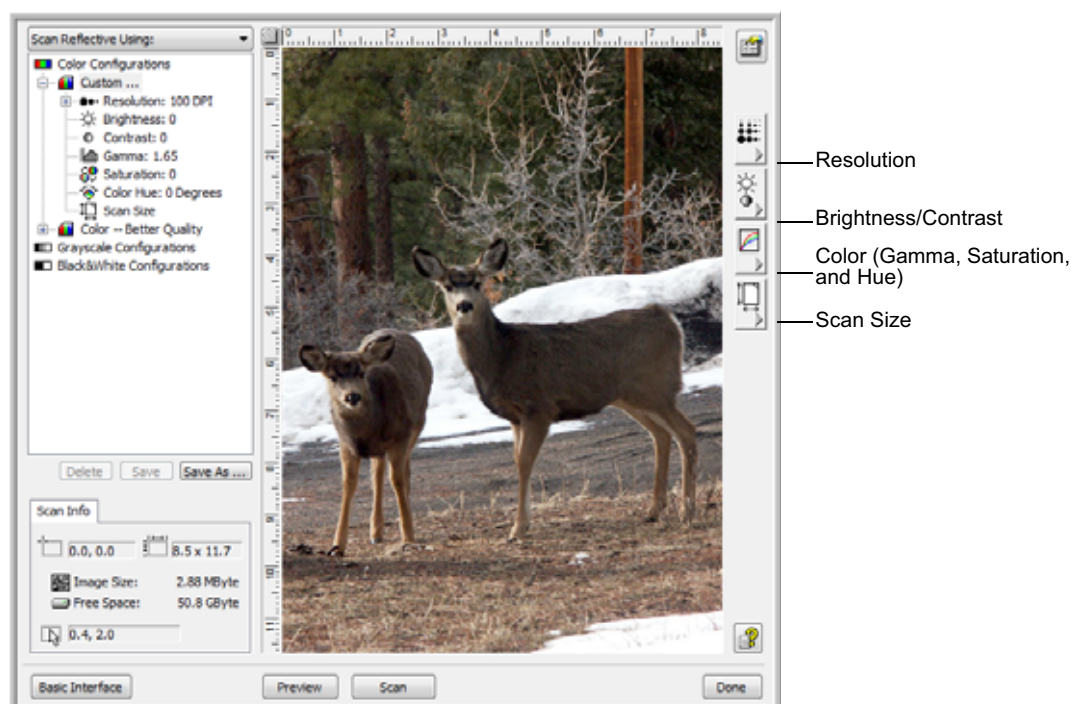
7. When you're satisfied with the image, click the **Scan** button.
8. When you're finished scanning items, click **Done** to close the Advanced Interface.
9. The scanned images will appear in PaperPort, or other TWAIN application you're using.

## Adjusting the Image with the Advanced Interface

You can adjust the scan settings on the Advanced Interface to produce the best possible image for the documents you're scanning.

### To adjust a setting:

1. On the left side of the Advanced Interface, select a configuration.
2. Click a setting in the list of settings, or click its corresponding button on the right side of the Advanced Interface.



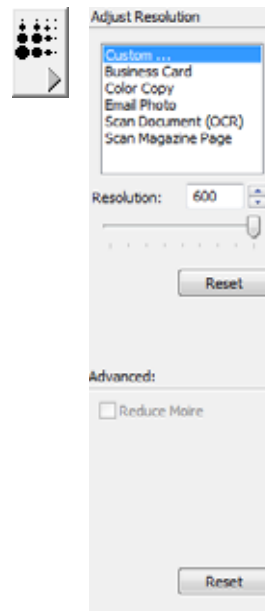
**NOTE:** The list of scan settings for a configuration applies only to that type of configuration. For example, the Black&White Configuration does not have a setting for adjusting the Color Hue.



## Adjusting the Resolution

---

Resolution determines the amount of detail you can see in the scanned image. The resolution setting for a scan is in dots-per-inch (dpi). The higher the resolution, the finer the details. However, higher dpi settings also take longer to scan and produce larger file sizes. If you are scanning photographs to make copies, 300 dpi will make a direct size copy of similar image quality to the original. You would use a higher dpi setting to enlarge a picture from the original size.



### To adjust the resolution:

---

1. To use one of the preset resolutions for typical scanned items, click one of the options in the list.
2. To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it.

You can also type a number directly into the resolution setting box, or click the up and down arrows to increase or decrease the setting.

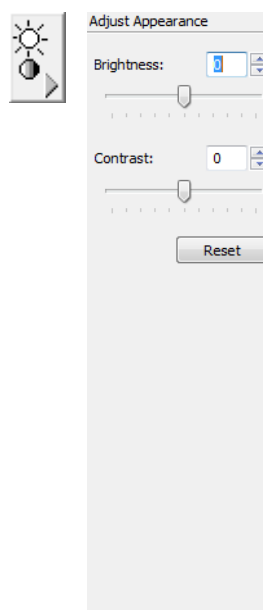
3. Click **Reset** to return the resolution to its original setting.

The resolution panel also includes an advanced setting for Moire patterns. Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. To scan the image and limit or eliminate moire patterns, select the **Reduce Moire** option. This option is not available for high resolution settings.

## Adjusting the Brightness and Contrast

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

Contrast settings are only available for Color and Grayscale configurations.



### To adjust the brightness and contrast:

1. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.
2. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

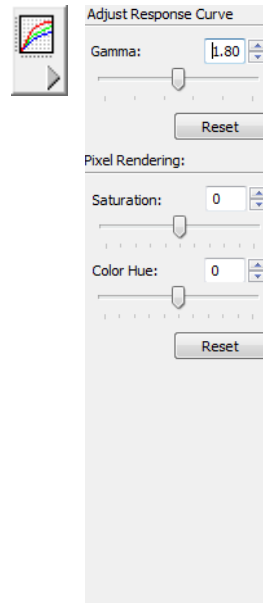
You can also type a number directly into the brightness or contrast setting boxes, or click the up and down arrows next to the box to increase or decrease the setting.

3. Click **Reset** to return the settings to their original numbers.

## Adjusting Gamma, Saturation, and Color Hue

---

If you're using the Color Configuration to scan, you can adjust a group of color settings. Gamma controls the brightness of the color midtones. Saturation is the strength or purity of a color and hue is the color your eyes see as reflected from the image.



### To adjust the color settings:

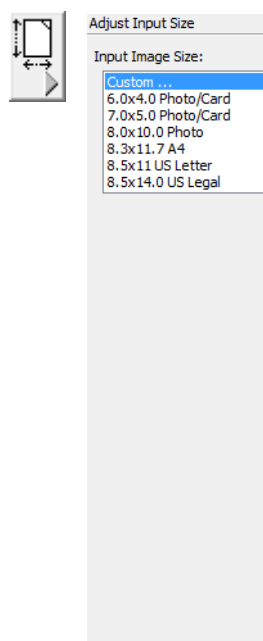
---

1. Drag the **Gamma**, **Saturation**, and **Color Hue** sliders to the left to decrease the settings or to the right to increase the settings.  
You can also type a number directly into the setting boxes, or click the up and down arrows next to the boxes.
2. Click **Reset** to return the settings to their original numbers.

## Adjusting Input Size

You can select one of the pre-defined input page size options in the list, or manually set the page size by clicking and dragging a scan area in the preview window.

The following figure shows the input size options.



### To manually set the image size:

1. Place an item on the scanner glass and click **Preview** in the TWAIN interface.
2. In the previewed image, click and drag a box around the area you want to scan.
3. The dotted outline shows the selected area in the image.

Note that the selected area has the number “1” in its upper left corner indicating it is your first selected area. You can select up to six separate areas on an image at a time.

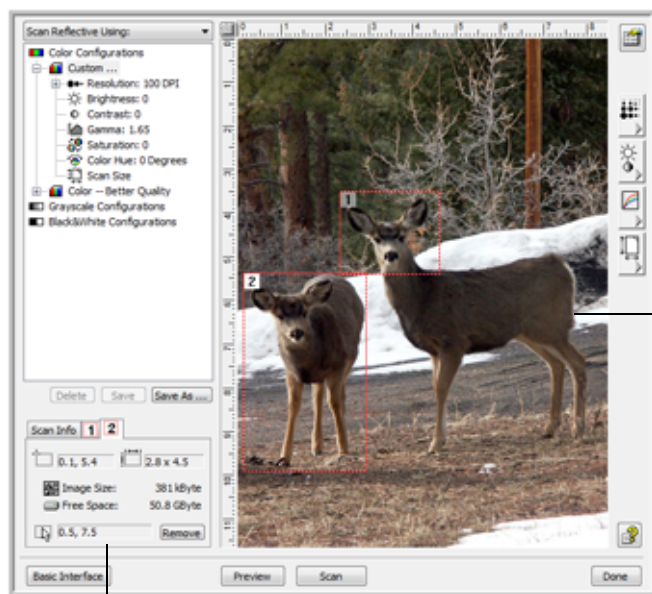
4. You can now move or resize the outline to select the specific area you want to scan.

To move the dotted outline, put the pointer in the selected area, then click and drag the mouse.

To resize the selected area, put the pointer on a dotted line, then click and drag the mouse.

5. If you want to remove the selected area and start over, click **Remove** on the Scan Info box.
6. When the settings are what you want, click **Scan**.

This example shows a manually selected area.



These are the images that will appear in your TWAIN scanning application.

The Scan Info box shows the size and position of the area.

The selected scan area.

## The Ruler Units

The ruler around the edges of the image help you precisely position a custom sized image. You can change the ruler units to suit the type of measurements you want.

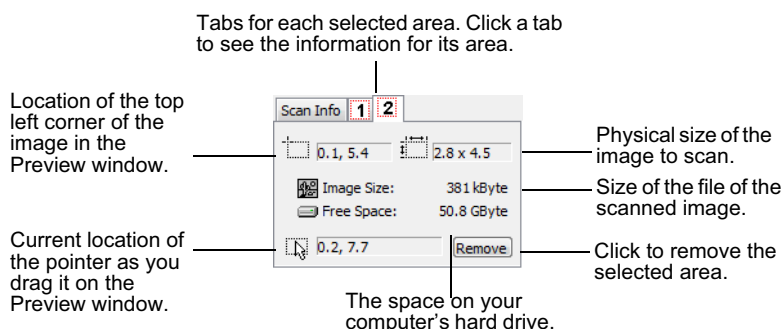


Click the **Ruler Units** button.

The ruler units across the top and down the side of the window cycle through centimeters, inches, and pixels.

## The Scan Info Box

The following figure shows the information on the Scan Info box.



---

## Creating a New Advanced Interface Profile

---

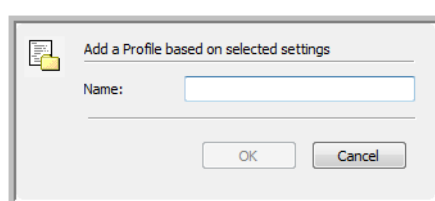
You cannot change the settings of the preset profiles in the Advanced Interface. However, you can create new profiles and save them for future use.

### To create a new profile:

---

1. On the Advanced Interface, select one of the preset profiles, for example, Black&White Configurations/Custom.
2. Adjust the settings as required and then click the **Save As** button.

The Save Profile dialog box opens.



3. Type a name for the new profile and click **OK**. The name must be at least two characters long.

Your new profile is added to the configuration list.

### To change or delete a profile you created:

---

1. Select your profile from the configuration list.
2. Make changes to the profile as needed, and then click **Save**.
3. If you want to delete the selected profile, click **Delete**.

# Scanning from the Windows Image Acquisition Interface

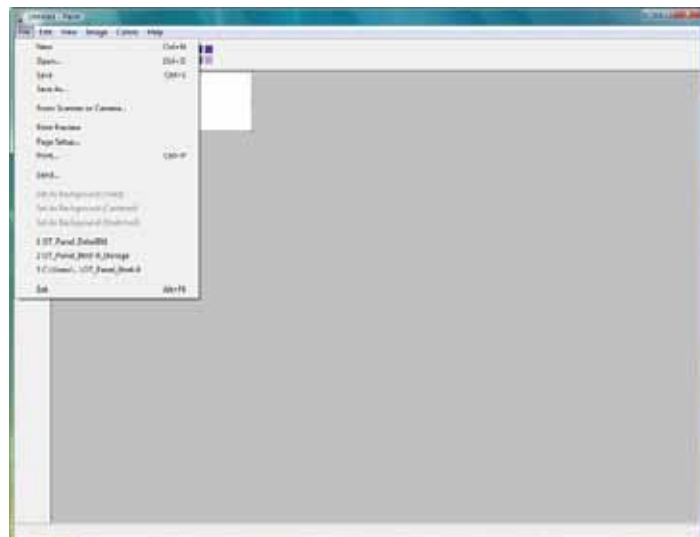
Microsoft Windows XP and Windows Vista include their own scanning interface—known as Windows Image Acquisition (WIA)—for acquiring images from scanners, digital cameras, and other digital devices.

This section shows how to use Microsoft Paint to scan using the WIA interface, but you can use PaperPort and other Windows applications as well.

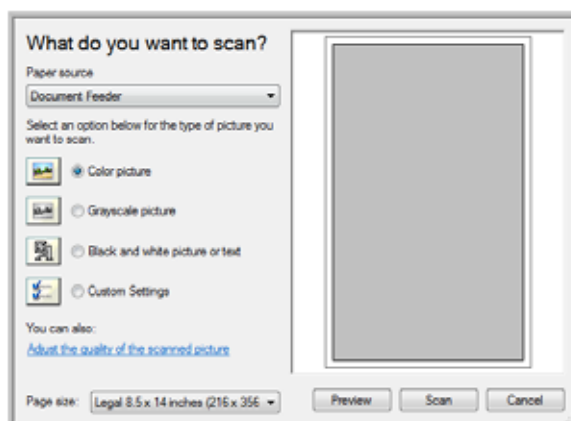
## To scan using WIA from Microsoft Paint:

---

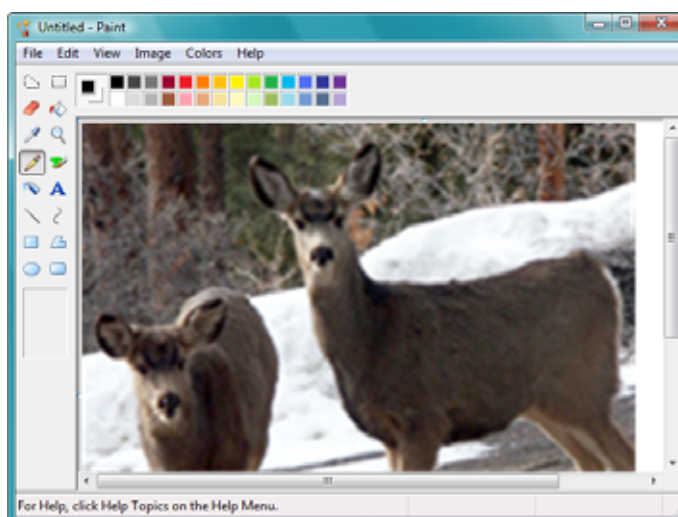
1. On the Windows taskbar, click **Start**, point to **Programs**, point to **Accessories**, and then click **Paint**.
2. From the **File** menu choose **From Scanner or Camera**.



3. The scan window opens. Use this window to select scanning options and start the scan process.



4. Click the button most appropriate for the item you're scanning.
5. Click **Preview** to preview the image before scanning.
6. If necessary, adjust the settings of the previewed image:
  - Change the button selection for the type of image.
  - Change the size of the scanned image. To do this, click and hold the mouse pointer over one of the four sizing-boxes on the corners of the previewed image. Then drag the box to increase or decrease the size of the image.
7. Preview the image again. When you are satisfied with the image, click the **Scan** button.
8. The scanned images will appear in Microsoft Paint (or other WIA application you're using).

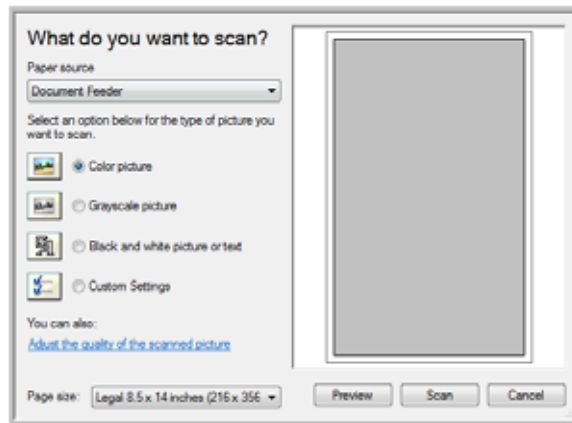




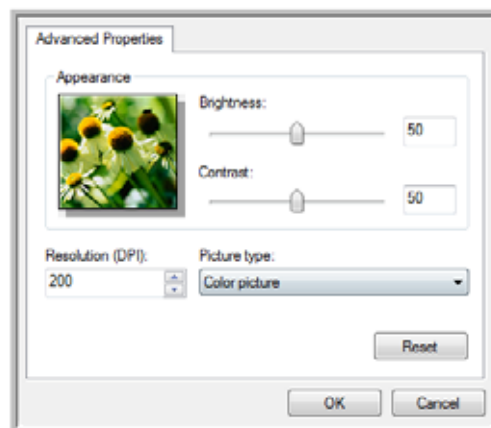
## Fine Tuning Your Scans

---

You can select new settings before you scan an item to fine tune exactly how you want to scan it.



1. On the scan window, click **Adjust the quality of the scanned picture**.



2. Select the options for scanning.

**Brightness** and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image.

**Resolution (DPI)**—Click the menu arrow and choose the dots per inch (dpi) of the resolution. Higher dpi settings take longer to scan and produce larger files for the scanned images.

**Picture type**—Click the menu arrow and choose the most appropriate type for the item you're scanning.

3. Click **OK**.

The Custom Settings button is now set to scan with the options you selected.

# Maintenance

This section contains information about cleaning, troubleshooting, uninstalling, and scanner specifications.

## Cleaning the Scanner Glass

---

Scanning items that have excessive amounts of dirt or dust may dirty the glass. To ensure the best quality scanned item, wipe the scanner glass with a soft clean cloth to rid the glass of dust or other debris.

## Troubleshooting

---

In addition to the troubleshooting information contained in this section, please see the Readme file on your installation CD. The Readme file contains additional information that may help you diagnose problems with the scanner.

If you try the troubleshooting procedures described in this section and in the Readme file, and the scanner still has problems, visit our web site at [www.xeroxscanners.com](http://www.xeroxscanners.com) for additional technical information.

### Problem: The scanner won't scan. What's wrong?

---

Check for one of these possible problems:

- **Is the cable loose or not plugged in securely?** Inspect the cable connection. Make sure the USB cable is plugged in securely.
- **Is the scanner's status light on?** If the status light is not on, plug the USB cable into a different port on your computer.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.
- **Do you plug the scanner into a USB hub?** Try plugging the scanner directly into a USB port on the computer.
- **Did you select another TWAIN source for acquiring images?** If you use multiple TWAIN devices, such as a digital camera, with your computer, you may have selected another source for images.

### Problem: During installation I got the error message: PaperPort Installation is not complete. What do I do?

---

The installation procedure was not successful. You need to reboot your computer and then restart the PaperPort software installation.

**Problem: The installation will not complete successfully. If installation finishes, the scanner's One Touch 4.0 options do not seem to work properly. What do I do?**

---

A likely cause is that some driver programs are already installed on your computer for another scanner. They are interfering with the installation and One Touch options, and you need to remove those other drivers and re-install your Xerox scanner. Please see the documentation that you received with the other scanner for the steps to remove its driver programs. You can also use the basic steps in the section "Uninstalling Your Scanner" on page 71, but instead of uninstalling One Touch 4.0, uninstall the other scanner's driver programs. After uninstalling the other scanner's driver programs, uninstall One Touch 4.0 using the steps on page 71, then reinstall it using the steps starting on page 5.

**Problem: If the USB cable is disconnected during a scan, the scanner does not reconnect when the USB cable is plugged back in.**

---

Unplug the USB cable from the scanner, and then plug it back in.

If the scanner does not reconnect:

1. Unplug the USB cable from the scanner.
2. Restart your computer.
3. After the restart is complete, plug the USB cable back in.

**Problem: My computer keeps giving me out of hard drive space error messages. What do I do?**

---

The minimum requirement of 350MB free hard drive space is for the installation of the software and basic, low resolution, scanning. High resolution scans result in files that can be over 1 gigabyte in size. Free up some space on your hard drive for the software to be able to save the scanned images.

**Problem: My computer keeps giving me out of memory error messages. What do I do?**

---

Make sure that your system meets the minimum requirements for using the scanner as shown on page 3.

---

## Uninstalling Your Scanner

---

To uninstall your Xerox scanner, remove the One Touch 4.0 software, PaperPort, and any other software provided with your scanner.

### Uninstalling the Scanner and One Touch Software

---

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. *Windows 2000 and Windows XP:* Double-click the **Add or Remove Programs** icon.  
*Windows Vista:* Double-click the **Programs and Features** icon.
3. From the list of programs, select **One Touch 4.0**. Click the **Change/Remove** button.
4. Click **Yes** when asked to confirm that you want to remove these software programs.  
The One Touch 4.0 software is removed from your computer.
5. Unplug the USB cable from the scanner.
6. Close all open windows and restart your computer.

### Uninstalling the PaperPort Software

---

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. *Windows 2000 and Windows XP:* Double-click the **Add or Remove Programs** icon.  
*Windows Vista:* Double-click the **Programs and Features** icon.
3. Select **PaperPort** and click **Remove**.
4. A message window opens, asking if you are sure you want to remove PaperPort from your computer. Click **Yes**.
5. Close all open windows and restart your computer.

### To Install Another Driver

---

Follow the instructions in “Step 1: Install the Software” on page 5 of this User Guide and follow steps for installing one of the other driver options.

## Xerox 7600 Scanner Specifications

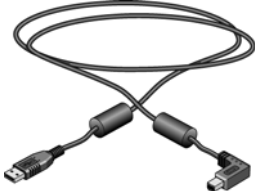
---

<b>Optical resolution</b>	1200 x 1200 dpi
<b>Bit depth</b>	48-bit color (internal), 16-bit grayscale (internal)
<b>Maximum item size</b>	8.5 x 11.69 inches (21.6 x 29.7 cm)
<b>Light source</b>	Cold cathode fluorescent lamp
<b>Interface</b>	USB 1.1 Full Speed
<b>Scanner dimensions</b>	
Height	1.4 inches (33 mm)
Width	10.1 inches (257 mm)
Length	14.9 inches (378 mm)
<b>Weight</b>	3.3 pounds (1.46 kg)
<b>Operating temperature</b>	50°–104° F (10°–35° C without condensation)
<b>Relative humidity</b>	20%–80% (@35° C without condensation)
<b>USB cable</b>	185 cm, 28AWG, with core
<b>Safety and agency certifications</b>	UL, C-UL, FCC Class B, CE, TUV/GS

## Xerox 7600 Spare Part List

---

Please use the following part name and number when ordering a replacement USB cable for your scanner.

	<b>Part Name</b>	<b>Part Number</b>
	USB Cable	35-0073-000

# Appendix A Notices

## Section 1: Safety Introduction

---

### Notices and Safety

---

Please read the following instructions carefully before operating the machine and refer to them as needed to ensure the continued safe operation of your machine.

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environment testing and performance of this product have been verified using Xerox materials only.

**WARNING:** Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Xerox representative for more information.

## Section 2: EMC

---

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

**WARNING:** In order to allow this equipment to operate in close proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

Changes and modifications to this equipment not specifically approved by Xerox may void the user's authority to operate this equipment.

---

## Section 3: Operational Safety Information

---

Your Xerox equipment and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times:

### Do These

---

- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Before cleaning this product, unplug the product from the USB port. Always use materials specifically designated for this product, the use of other materials may result in poor performance and create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain conditions.
- Always exercise care when moving or relocating equipment.
- Always locate the machine on a solid support surface that has adequate strength to support the weight of the machine.

**NOTE:** Your Xerox machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

### Do Not Do These

---

- Never attempt any maintenance function that is not specifically described in this documentation.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.

---

## Section 4: Maintenance Information

---

1. Any operator product maintenance procedures will be described in the user documentation supplied with the product.
2. Do not carry out any maintenance on this product which is not described in the customer documentation.
3. Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could cause a dangerous condition.
4. Use supplies and cleaning materials only as directed in this manual.
5. Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
6. Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.

---

## Section 5: Product Safety Certification

---

This product is certified by the following Agency using the Safety standards listed:

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1 1st (2003) First Edition (USA/Canada)
TUV	IEC60950-1: 2001 First Edition

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## Section 6: Regulatory Information

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### Certifications in Europe

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The CE mark applied to this product, symbolizes XEROX's declaration of conformity with the following applicable European Union Directives, as of the dates indicated:

<b>December 12, 2006:</b>	Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.
<b>December 31, 2004:</b>	Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.
<b>March 9, 1999:</b>	Council Directive 99/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of the conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your XEROX Limited representative or by contacting;

Environment, Health and Safety  
The Document Company Xerox  
Bessemer Road  
Welwyn Garden City  
Herts  
AL7 1HE  
England, Telephone +44 (0) 1707 353434



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## Section 7: Compliance Information

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### Product Recycling & Disposal: USA & Canada

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Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit: [www.xerox.com/environment.html](http://www.xerox.com/environment.html).

If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, Perchlorate and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: <http://www.eiae.org/>.

Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see: <http://www.dtsc.ca.gov/hazardouswaste/perchlorate/>.

### European Union

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#### RoHS and WEEE Compliance

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This product is compliant with RoHS Regulations of the European Parliament and Council Directive on the Restrictions of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (2002/95/EC), and with the Waste Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC).

Some equipment may be used in both a domestic/household and a professional/business application.

#### Professional/Business Environment

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Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

---

## Energy Star for the USA

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### Energy Program Compliance

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As an ENERGY STAR® partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Imaging Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Power Save Mode from the last copy/print out, set at 15 minutes. A more detailed description of this feature can be found in the Machine Setup Section of this guide.

---

## Section 8: Illegal Copies

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### USA

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Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
6. Passports. (Foreign Passports may be photographed.)

- 
7. Immigration Papers.
  8. Draft Registration Cards.
  9. Selective Service Induction Papers that bear any of the following Registrant's information:

Earnings or Income	Dependency Status
Court Record	Previous military service
Physical or mental condition	

Exception: U. S. Army and Navy discharge certificates may be photographed.
  10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)
  11. Reproducing the following is also prohibited in certain states:  
Automobile Licenses — Drivers' Licenses — Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

## Canada

---

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

---

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

## Other Countries

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Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

Currency notes

Bank notes and cheques

Bank and government bonds and securities

Passports and identification cards

Copyright material or trademarks without the consent of the owner

Postage stamps and other negotiable instruments

Note: This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

## Section 9: EH&S Contact Information

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### Contact Information

---

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, please contact the following customer help lines:

<b>USA:</b>	1-800-828-6571
<b>Canada:</b>	1-800-828-6571
<b>Europe:</b>	+44 1707 353 434

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